



School of Adult and Graduate Studies

Academic Exception from Policy Petition

This form must be completed in order to change any part of the college academic policy, including course waivers, prerequisite waivers, and substitutions. A student's advisor, department head, and the Records and Registration office must approve the requested change in order for the graduation audit to reflect the divergence from the academic policy.

Student Information

Student Name _____

Student ID _____ Cohort _____

Degree Program _____ Cumulative GPA _____

Petition Requested

Please explain the course(s) or policies that you are requesting an exception, and why the exception is necessary.

Approval (To be complete by student's Advisor/Regional Director)

Please explain why you approved/disapprove of the exception listed above.

Signatures Required

Student _____ Date _____

Academic Advisor _____ Date _____

Regional Director _____ Date _____

Records & Registration _____ Date _____

If necessary, please attach a detailed statement of course content of both courses requesting exception from/with, and the requirements for each. In particular cases, it may be necessary to receive approval for an exception from the Dean of students or Academic Dean.

Academic Affairs _____
(if necessary)

Date _____