

## PETITION FOR EXCEPTION

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Student ID: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Expected Grad Date: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Have you applied for graduation?  
 Major and/or Concentration: \_\_\_\_\_  Yes  No

- Instructions:** This form is used to request an exception to a University policy or deadline.
1. Please write legibly and attach any documentation necessary to support your request. Attach additional sheets as needed.
  2. Obtain supporting statement(s) and signature from your instructor, advisor and/or major/minor program chair as appropriate. Submit completed form to the Enrollment Center, Sage Hall.

**REQUEST:** *(Attach additional sheets as needed.)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REASON:** *(Attach additional sheets as needed.)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Student's Signature**                      \_\_\_\_\_ **Date**

**Instructor / Advisor Comments & Recommendation:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Signature**                      \_\_\_\_\_ **Date**

**INTERNAL USE ONLY**

<input type="checkbox"/> Approved  <input type="checkbox"/> Denied	<p><b>Program Chair / Dean Comments &amp; Recommendation:</b></p> <p>_____</p> <p>_____</p> <p style="text-align: center;">           _____ <b>Signature</b>                      _____ <b>Date</b> </p>
<input type="checkbox"/> Approved  <input type="checkbox"/> Denied	<p><b>University Registrar's Comments:</b></p> <p>_____</p> <p>_____</p> <p style="text-align: center;">           _____ <b>Registrar's Signature</b>                      _____ <b>Date</b> </p>