EASTERN KENTUCKY UNIVERSITY
Office of the Registrar

APPROVED
CAA: 04-19-07

REQUEST FOR EXCEPTION TO ACADEMIC POLICY FORM

Name: _____ Date: _____

Address: _____ Phone: _____

_____ Student ID: _____

Major: _____ Catalog Yr: _____

Total Hours Completed: _____ Current Hours Enrolled: _____

Advisor: _____ Cum GPA: _____

The University Catalog sets forth academic requirements at Eastern Kentucky University. All students are expected to meet the academic requirements in the pursuit of their degrees. However, from time to time, extraordinary circumstances justify minor departures from university policy. Below are some general categories to guide use of this form; note that the examples below are not exclusive.

- **Exceptions requiring approval only through college dean level**: Departmental program specific requirements such as major/minor/concentration course substitutions or waivers. Requests to enroll in overload hours. Junior or lower taking 500 level class.

- **Exception requiring approval through Provost (or designee) level:** University wide academic/graduation requirements, policies, or associated deadlines. Exceptions/substitutions of Gen. Ed. requirements. Requests to enroll in more hours than allowed per student's academic standing.

Please be advised that there are some University policies for which exceptions are never granted (i.e. number of hours needed to graduate, and minimum GPA requirements for graduation or Latin Honors) and that unapproved deviations from academic policies could result in a delay or failure to meet graduation requirements.

Requested Exception: *(please note in detail what you are requesting)*

Justification: (What are the extenuating circumstances? – attach additional sheets if necessary)

The information above is, to the best of my knowledge, accurate and complete. I understand that the EKU Student Conduct Code applies to this petition.

_____ _____
Student Signature

Please obtain signatures in the order given below. Your advisor or the college advising staff can guide you as to which additional signatures are needed for this particular petition. Requests to enroll in overload hours (UG = 19-21 hrs; GR = 13–15 hrs.) may begin with an advisor or the department chair of your major.

Signature *Date*

Advisor: *(faculty or college)* ☐ Recommend ☐ Not Recommend _____ _____

OR

Department Chair: ☐ Recommend ☐ Not Recommend

Dean: ☐ Approve ☐ Disapprove _____ _____

Provost/or designee: *(if applicable)* ☐ Approve ☐ Disapprove _____ _____

Registrar's Office: Processed by: *Date:*

Original to Registrar. Copies from Registrar to: 1. College Office 2. Department Chair, 3. Advisor, 4. Student