



PETITION FOR EXCEPTION TO POLICY

Please make sure to print clearly (black or blue ink).

Name

Major

UID#

Date

Email Address

Phone #

Semester

NOTE: Full documentation is required for all requests (e.g., hospitalization records, letter on letterhead from medical professional documenting dates and extent of illness, obituary in case of death of an immediate family member, etc.). All supporting documentation submitted with this request will be kept confidential. **Submission of false statements and/or documentation will result in referral to the Office of Student Conduct and possible dismissal or suspension from the University.**

Attach a **TYPEWRITTEN** statement of justification that persuasively explains why your case warrants administrative exception. In your statement describe the circumstances leading to your request. Include any information and **DOCUMENTATION** that may be pertinent to making a decision, including future plans.

I have read the information above and on the back, and will provide **DOCUMENTATION** as needed. By signing this petition, I affirm that the statement and documentation I have provided are accurate.

STUDENT SIGNATURE

DATE

Check here if this is your final semester and the decision of your petition will affect your graduation.

ACTION REQUESTED

Select the appropriate action from the reverse side of this sheet. Some actions require the submission of an additional form. The additional forms are available in the Architecture Advising Office with the Coordinator of Student Affairs, Michael Brick.

OFFICE USE ONLY

APPROVED

DENIED

PENDING

Dean's Office Signature _____ DATE _____

ACTION REQUESTED: (Please read carefully and check the appropriate action):
***Form available in the Architecture Building (Building 145), Advising Office**

CREDIT LIMIT

Students are allowed to enroll in 17 credits (fall/spring), 8 credits (per summer session), 4 credits (winter). Attach a **“Register for More than 17 Credits”** form. Approval requires a minimum GPA (depending upon your major) and approval of your advisor.

TIME CONFLICT

Approval requires an email of support from both course instructors, unless only one class is affected by the conflict. Attach a **“Permission to Register for Courses with Time Conflict”** form.

REPEAT POLICY: ENROLL IN A COURSE FOR A THIRD TIME

NOTE: University Policy allows two (2) attempts. Credit is granted for a course only once.

COURSE **TERM**

REPEAT POLICY: EXCEED THE 18 REPEAT CREDIT LIMIT

NOTE: Credit is granted for a course only once.

COURSE **TERM**

LATE ADD

Provide documentation of instructor approval, and get permission from the appropriate department first.

COURSE **SECTION**

LATE DROP **Check One:** Drop with a “W” Drop without a “W”

NOTE: Credit is granted for a course only once.

COURSE **SECTION**

UNDERGRADUATE TAKING GRADUATE CREDIT

COURSE **TERM**

OTHER