



EASTERN KENTUCKY UNIVERSITY REQUEST FOR EXCEPTION TO UNIVERSITY ACADEMIC POLICY

*** Students Should Review & Attach Current DegreeWorks Audit ***

Name: _____	Date: _____
Address: _____ _____	Student Phone: _____
Major: _____	Student ID: _____
Total Hours Completed: _____	Catalog Yr: _____
Advisor: _____	Current Hours Enrolled: _____
	Cum GPA: _____

The University Catalog sets forth academic requirements and supporting policies 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. While requests for exceptions to program specific requirements are approved by the Dean of the College through the submission of a College Exception form, **university wide requirements and policies must be approved at the Provost level.** Below are some general categories to guide the use of this form; note that the examples provided below are not all inclusive.

- Exceptions to University wide academic/graduation requirements, policies, or associated deadlines.
- Exceptions/substitutions to General Education requirements.
- Exceptions to the registration limits due to a student's academic standing. (i.e. academic warning or probation)

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). Unapproved departures from academic policies could result in a delay or failure to meet graduation requirements.

What is the Referenced University Policy? *(Example: Minimum amount of 300+ level credit needed to graduate)*

Details of Exception: *(Example: To graduate with 42.99 hours of 300+ level work rather than 43)*

Detailed 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 *Date*

	<u>Signature</u>	<u>Date</u>
<u>Advisor:</u> <i>(faculty or college)</i> <input type="checkbox"/> Recommend <input type="checkbox"/> Not Recommend _____	_____	_____
And/Or		
<u>Department Chair:</u> <input type="checkbox"/> Recommend <input type="checkbox"/> Not Recommend _____	_____	_____
<u>College Dean:</u> <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove _____	_____	_____
<u>Graduate Dean</u> <i>(For Graduate students only):</i> <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove _____	_____	_____
<u>Provost/or designee:</u> <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove _____	_____	_____

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

<u>Registrar's Office:</u> Processed by: _____	<u>Date:</u> _____
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