



EASTERN KENTUCKY UNIVERSITY REQUEST FOR EXCEPTION TO UNIVERSITY ACADEMIC POLICY

***** A DEGREEWORKS AUDIT MUST ACCOMPANY EXCEPTION FORM *****

| | |
|------------------------------|---------------------------------|
| Name: _____ | EKU ID #: _____ |
| Current Phone: _____ | Major: _____ |
| Total Hours Completed: _____ | Catalog Yr: _____ |
| Cum GPA: _____ | Current Hours Enrolled: _____ |
| Advisor: _____ | Expected Graduation Term: _____ |

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

Signature

Date

Advisor: *(faculty or college)*

Recommend

Not Recommend

And/Or

Department Chair:

Recommend

Not Recommend

College Dean:

Approve

Disapprove

Graduate Dean (For Graduate students only):

Approve

Disapprove

Provost/or designee:

Approve

Disapprove

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

Registrar's Office: Processed by: _____

Date: _____