

## Columbian College of Arts and Sciences

### Exception Request Policies

#### General Guidelines:

- Exception requests take **5 to 10 business days** to process.
- All accompanying documentation, if applicable, must be submitted with the exception request. Missing documentation will result in longer processing time.
- Requests that require consultation with other offices (Student Accounts, Registrar, academic departments, etc.) may take longer.
- **Do not assume exception requests will be approved.** If you are requesting a late withdrawal from a course, continue to attend classes and complete assignments until you know whether your request has been approved or denied.

#### Deadlines for submission of exception requests:

- Requests for withdrawals and other course status changes must be submitted no later than the following semester.
- Requests involving any issues pertaining to graduation must be submitted no later than a month before the last day of classes of the graduation semester. Such requests include adding an hour to a 100-level course.

#### Requests involving emotional or psychological issues:

- These requests must have the support of the University Counseling Center. However, support of the Counseling Center does not determine the outcome of the request.
- Attach all relevant documentation to your exception request.

#### Requests involving medical issues:

- The requests must be accompanied by independently verifiable documentation.
- Such documentation is supporting, but does not determine the outcome of the request.

#### Requests involving the death of a family member:

- Obituary notices, funeral programs, or death certificates may be submitted.
- Such documentation is supporting, but does not determine the outcome of the request.

#### Requests involving refunds of tuition:

- The requests will be reviewed in consultation with the Office of Student Accounts.

#### The following exception requests will not be considered:

- Requests to withdraw from a course after the deadline on the basis of poor performance.
- Requests to graduate with less than 120 hours.
- Requests to walk in the spring commencement if more than 9 hours are needed for graduation.
- Requests for substitutions in the major. These requests must be submitted to the major department and generally do not require the Dean's approval. The department can submit a supporting document directly to the Director of Advising.
- Requests involving UW20 and WID courses. The requests must be submitted to the University Writing Program.

## Exception Request

Please print or type your mailing address:

Name		
Street	Apt	
City	State	Zip

Date

GWid

Email

Daytime Phone

Evening Phone

Major/Field of Study

Please state your request:

Undergraduate     Master's     Ph.D.

Please explain:

Your Signature: \_\_\_\_\_

Comments of faculty in **relevant** department:

I recommend that this request be  granted     considered     denied

This recommendation is given on the basis of:

Faculty Signature: \_\_\_\_\_ Faculty Email: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Dept./Prog: \_\_\_\_\_ Phone: \_\_\_\_\_

Dean's Comments: \_\_\_\_\_ Action Taken:  Approved     Partially Approved     Denied

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_