



# EASTERN KENTUCKY UNIVERSITY - REQUEST FOR EXCEPTION TO UNIVERSITY ACADEMIC POLICY

\*\*\* Students Must Attach Current CARES Report \*\*\*

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 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's 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)*

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

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

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The information above is, to the best of my knowledge, accurate and complete. I understand that the ECU 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

Registrar's Office: Processed by:

Date:

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