

PETITION FOR POLICY EXCEPTION

THIS FORM IS TO BE USED TO REQUEST AN EXCEPTION TO AN EC POLICY.

1. Complete top part of form. Please type or use ballpoint pen.
2. Include all relevant information. (For example: course number and title, term, grade, and instructor.)
4. Return form to the Registrar's Office.
5. Please allow a minimum of four weeks for processing.
6. A petition for late adds and drops may generate a minimum \$10 processing fee.

Name: _____ I.D. No.: _____
Last First MI

Date: _____ Phone: _____ Major: _____

Local Address: _____

Statement of Petition: _____

Student Signature: _____ FR ___ SO ___ JR ___ SR ___ GRAD ___

REASON FOR PETITION:

FOR OFFICE USE ONLY:

	ACTION	SIGNATURE	DATE
Area of Concern:	Approved [] Not Approved []	_____	_____
Major Department:	Approved [] Not Approved []	_____	_____
Financial Committee:	Approved [] Not Approved []	_____	_____
Executive Approval:	Approved [] Not Approved []	_____	_____