



EKU COLLEGE EXCEPTION FORM

(Use the "Request for Exception to Academic Policy Form" for University exception)

College of: A&S B&T ED HS J&S UP

Name: _____

EKU ID #: _____

Current Phone: _____

Major: _____

Total Hours Completed: _____

Catalog Yr: _____

Cum. GPA: _____

Term to be Applied: _____

Advisor: _____

Expected Graduation Term _____

TYPE OF EXCEPTION or APPROVAL REQUESTED (check all that apply)

NOT TO BE USED FOR GENERAL EDUCATION

Course Substitution: (NOT Gen Ed Courses)

_____ for _____
_____ for _____
_____ for _____
_____ for _____

Age of Course: (apply 8yr old or older coursework)

1) _____
2) _____
3) _____
4) _____

Course Waivers: (NOT Gen Ed Courses)

1) _____
2) _____
3) _____
4) _____

Other (please explain) _____

Requests Not Processed Using College Exception Form

- Overload Requests (send email to reg.schedule@eku.edu)
- 2nd or Subsequent Repeat (college puts directly into Banner)
- Pre-requisite Waiver (dept. puts directly into Banner)
- Major Restriction (dept. puts directly into Banner)
- Class Restriction (college puts directly into Banner)

JUSTIFICATION FOR ABOVE REQUEST (attach additional sheet if necessary)

SIGNATURES/DATES REQUIRED

Student Date

Advisor Date

College Dept. Chair Date

College Dean or Assoc. Dean Date

Graduate School Dean/Assoc. Dean Date
(Graduate students only)

Recommend Not Recommend Comment: _____

Recommend Not Recommend Comment: _____

Approve Disapprove Comment: _____

Approve Disapprove Comment: _____

Registrar Processing

Date Processed: _____

Processed By: _____

Revised 01/18/12