**EASTERN KENTUCKY UNIVERSITY**
**REQUEST FOR EXCEPTION TO UNIVERSITY ACADEMIC POLICY**

***Students Should Review & Attach Current DegreeWorks Audit***

<table>
<thead>
<tr>
<th>Name: ___________________________</th>
<th>Date: ____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: _________________________</td>
<td>Student Phone: ______________</td>
</tr>
<tr>
<td></td>
<td>Student ID: ________</td>
</tr>
<tr>
<td>Major: __________________________</td>
<td>Catalog Yr: ____________</td>
</tr>
<tr>
<td>Total Hours Completed: __________</td>
<td>Current Hours Enrolled: ________</td>
</tr>
<tr>
<td>Advisor: ____________</td>
<td>Cum GPA: __________</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Advisor: (faculty or college) ☐ Recommend ☐ Not Recommend

And/Or

Department Chair: ☐ Recommend ☐ Not Recommend

<table>
<thead>
<tr>
<th>College Dean:</th>
<th>☐ Approve ☐ Disapprove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Dean (For Graduate students only):</td>
<td>☐ Approve ☐ Disapprove</td>
</tr>
<tr>
<td>Provost/or designee:</td>
<td>☐ Approve ☐ Disapprove</td>
</tr>
</tbody>
</table>

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

Registrar’s Office: Processed by: Date:

Revised 4/19/16
REQUEST FOR EXCEPTION TO UNIVERSITY ACADEMIC POLICY FORM
Help Sheet

All requests for exceptions to academic policy should be initiated and signed by the student. Additionally, all requests must clearly articulate the desired action and include a detailed justification. An agent of the university may initiate a request on behalf of a student in extenuating circumstances only. A request by the student initiated through their EKU e-mail account may be attached to the exception form as a substitution for the student’s signature. The signature of the advisor or department chair, College Dean (or designee) and the Provost (or designee) are required.

While the College Dean’s have approving authority over program specific requirements (i.e., course waivers and substitutions, pre-requisites, overloads, etc), and are encouraged to utilize the College Exception Form, the Provost Office is the approving authority for exceptions to university wide policy and/or curriculum requirements.

After all necessary signatures have been secured, the original document should be sent to the Registrar’s Office for inclusion in the student’s official record. The Registrar’s Office will distribute copies to the College, Department Chairperson, Advisor and student.

Exceptions that require PROVOST (or designee) approval:
(The Registrar’s Office executes all actions for exceptions approved by the Provost)

- Exceptions to university graduation requirements (i.e., UWR or General Education writing intensive course, 300-400 level minimum, residency requirement, etc.).
  - Please note, however, that some requirements are never waived (i.e., 2.0 cum GPA, minimum number of hours to graduate, etc.)

- Requests to enroll in more hours than allowed by university academic standing policy (i.e. academic warning or probation registration limits).

- Exceptions/substitutions to General Education requirements.

- Exceptions to Late Enrollment Policy after the 2nd week deadline.

- Other exceptions to university wide policy not specified above.