

Directions for completing exceptions:

1. This form must be written legibly or typewritten.
2. Be professional, and use precise language when explaining the reasoning for the exception. Address the responses to the faculty member or academic administrator to whom you will be writing.
3. Complete all fields. Missing information negatively impacts consideration for exceptions.
4. Include supporting documentation where appropriate (e.g. a syllabus for a transfer course taken at an accredited institution that the department is to evaluate).
5. If unsure of any information, consult with your academic advisor.

Complete the following information:

Student Name: _____

Student ID: _____

Email: _____

Phone Number: _____

Student Major: _____

UNT/Overall GPA: _____

Date of Request: _____

Reason for Exception:

Course Substitution:

Catalog Change:

Prerequisite Waiver:

Term Overload:

Course Overload:

Course Evaluation:

Please describe the reason(s) for the exception, as well as the remedy being sought. Include appropriate documentation where necessary.

Reverse side to be completed by academic department/school

Student Name: _____

Student ID: _____

Approved/Denied	Program Coordinator/Department Chair Signature	Date
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Approved/Denied	Dean Signature (if necessary)	Date
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Department Reasoning/Rationale:

Directions for submitting exceptions:

1. Turn in the form and appropriate documentation to the faculty member(s) or academic office for evaluation.
2. Students will be notified regarding the outcome of their exception request. Resolution will be achieved within 10 days, but effort will be made to expedite the process for time sensitive requests.
3. Once a decision is made on the exception request, the form will be submitted to the appropriate office for processing.