

# AGS Petition for Policy Exception

This form is to be used in the case of procedures which vary from catalog specifications or established University policies.

1. Complete the top part of form.
2. Include all relevant information. (For example: course number and title, term, grade, and/or instructor.)
3. Return form to the Registrar's Office to be logged and distributed for signatures.
4. Obtain appropriate signatures. Academic requests require the signature of Dean of the school and the Chief Academic Officer. Administrative requests require VP signature.
5. Please allow up to two weeks for processing.

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Major: \_\_\_\_\_

Local Address: \_\_\_\_\_

Student Signature: \_\_\_\_\_ AGS Cohort # (if applicable) \_\_\_\_\_

## REASON FOR PETITION:

	Action	Signature	Date
Registrar's Office:	Logged by _____		
Area of Concern: (optional)	Approved [ ] Not Approved [ ] _____ Specify area _____		
Academic Advisor:	Approved [ ] Not Approved [ ] _____		
Dean:	Approved [ ] Not Approved [ ] _____		
Chief Academic Officer:	Approved [ ] Not Approved [ ] _____		