

REQUEST FOR AN EXCEPTION TO THE ADMISSION REQUIREMENTS
OF THE GRADUATE SCHOOL

Student Name: _____ ID Number: _____

Department/Program Requesting the Exception: _____

Exception Requested (Please check one):

- GPA Requirement
- Grade Forfeiture Policy (Forfeiture of previous course work)
- Other _____

Please fill out each of the following boxes:

1. Departmental/Program Requirements for Student if Admission is Granted (if none, please so indicate):

2. Justification for Exception:

3. I am requesting an exception to the qualifications that the Graduate School considers necessary for success. If the Graduate School approves this request, this student will be considered at-risk. Therefore, my program/department will assist the student to succeed in our graduate program in the following ways [attach additional pages, if necessary]:

Signature of Department/Program Head/Chair
or Departmental Graduate Coordinator

Date

Graduate School Use Only

Approved *Denied*

Signature _____ Date: _____

Effective Semester(s): _____