

Academic Exception Request

Last Name, First Name		Program	Session, YR
DSI#	Person#	Phone #	Email Address

- Co-Requisite/Prerequisite Exception
- Course Substitution
- Course Exception to Degree Plan
- Course Overload (Session Semester)
Additional tuition fees for semester overload assessed by Student Finance for each credit hour above standard semester course load
- Graduation Exception
- Dual Enrollment (**requires documentation**)
- Miscellaneous

To be completed by Academic Advisor/Dean
Request Details: Must include where applicable: Course Code, Credit Hours, Section Code

Additional Comments: (if applicable provide reason/stipulation for approval/denial)

Dean Decision: Approved Denied

Date

Dean Signature

Date

Student Signature

Degree Navigator Updated (if applicable) _____ **Date** _____
Signature