



GENERAL EDUCATION EXCEPTION REQUEST
Modified in May 2019

This form is to be used by students requesting exceptions to General Education requirements.

Directions:

- Step 1: Answer Part I: To be answered by the student requesting the exception.
- Step 2: Answer Part II: To be answered by the student’s advisor.
- Step 3: Attach an unofficial copy of your transcript (subject to verification).
- Step 4: Submit everything to the Chair of the General Education Committee.

PART I: To be answered by the student requesting the exception:

1. Please describe the exception requested.

2. Please state the reason for this request.

By signing this form, the student agrees that General Education Committee members may see his/her transcript in considering this request.

Student’s Name (please print): _____

Student’s Signature: _____

Date: _____

→ Please remember to submit an unofficial transcript along with this form ←

PART II: To be answered by the advisor of the student requesting an exception:

1. To the best of your recollection, does the student accurately describe the reasons why he or she is requesting this exception? Please explain. (Should you prefer to answer this question confidentially, please contact the chair of the General Education Committee directly.)

2. Based on the student's explanation, do you endorse the student's request for an exception? Please explain. (Should you prefer to answer this question confidentially, please contact the chair of the General Education Committee directly.)

Advisor's Name (please print): _____

Advisor's Signature: _____

Date: _____