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**Exception to Academic Policy Form**

Per Policy 209, USU constituents have a right to request an exception to policy. This form is used to request such exception.

Your Name (first and last):

Are you a (check all that apply):

[ ]  Student – Select your College Affiliation:

[ ]  Faculty - Select your College affiliation:

[ ]  Staff – Who is your immediate supervisor?

For what policy are you requesting an exception? (list the number and name as it appears in the Policy and Procedure Manual):

Reason for request (you may send in additional documents with this form):

Email this form and any documentation to the Registrar at: Registrar@usuniversity.edu

**For Registrar use only**

1. Financial aid was consulted: [ ]  Yes [ ]  No [ ]  N/A

Comments:

1. Student accounts was consulted: [ ]  Yes [ ]  No [ ]  N/A

Comments:

*Registrar – Send this form to the appropriate Dean or Policy Owner*

**For Dean/Policy Owner use only**

[ ]  Exception should be granted; briefly describe why:

[ ]  Exception should be denied; briefly describe why:

 *Dean/Policy Owner – Type your name here:*

 *Send this form to the Provost (for academic issues) and the President (for all other issues).*

**For Provost/President use only**

[ ]  Exception approved

[ ]  Exception denied

*Provost/President - Type your name here:*

*Send this form to the Registrar.*