**A red and blue text on a black background

Description automatically generated**

**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](mailto: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.*