

Graduate School Request for Exception Form



Procedures for requesting an exception to a Graduate School rule:

1. Complete Section I of this request form.
2. Submit this form to your program for their review and recommendation.
3. Return the **completed form**, (with any attachments) to Graduate Student Services in Mitchell 261, or mail to Graduate Student Services, PO Box 340, Milwaukee, WI 53201-0340, (414) 229-6569.
4. The Graduate School makes the final decision on your request. We will return a copy of this form with a decision (Part III) in approximately **four** weeks.

I. To be completed by the Student

Name _____
Last First Middle Initial

Email Address _____ Student Number _____

Mailing Address _____ City, State, Zip _____

Program _____ Advisor _____

Exception you are requesting: _____ Semester/Year: _____

Current Status: Master's Doctoral Dissertator Non-Degree Certificate

Justification for Exception: You must supply evidence of extenuating circumstances to support your request for an exception. *Attach additional sheets and supporting documentation (letters, medical documentation, etc) as needed.*

Student Signature Date Daytime Phone

II. To be completed by Program Program Response/Recommendation:

- Approved
 Modified
 Not approved

Each request for an exception must include a written response by the program representative and faculty/staff committee, instructor, or advisor as appropriate, responding to each issue raised by the student and stating the rationale for the program's recommendation.

Supporting Signature (Advisor, instructor as appropriate) Date

Graduate Program Representative Signature (Required) Date

III. To be completed by Graduate Student Services Graduate School Decision

- Approved
 Modified
 Not Approved
 No Action – Resubmit request based on remarks.
This is NOT an approved request.

Remarks:

Graduate School Signature Date

Transcript Entry Forms Processed _____
Initial/Date