PETITION FOR EXCEPTION TO POLICY

CHECK ONE

☐ Past Quarter Withdrawal (RMPPQW_C) ☐ Major/Program Sub (RMPMPS_C)
*BILLING PER TUITION & FEES POLICY
☐ Past Quarter Drop (RMPPQD_C) ☐ Minor/Program Sub (RMPMNS_C)
☐ Past Quarter Add (RMPPPQA_C) ☐ Transfer GR Credits (RMPMTG_C)
*INCURS $50 LATE ADD FEE
☐ Late Grade Change (RMPGC__C) ☐ UG CORE Substitution (RMPCRS_C)
☐ I/N/Q Grade Ext. (RMPGX__C) ☐ Other _____________ (RMPMIS_C)

Instructions:
Part I -- Complete student information
Part II -- The appropriate department routes form for signatures, then returns form to the Dean of the student's school

PART I – Student information – ALL PARTS MUST BE COMPLETED

Student ID Number: ______________________________________________________________ Phone Number:   (_______)__________________

Student Legal Name: _____________________________________________________________ SU Email:  ____________________@seattleu.edu

Last                                                                                      First                                                 Middle

College or School of major:  ________________________________________  Major or Program _________________________________________

Class Level: □ FR      □ SO     □ JR      □ SR      □ GR     □ Post-Bacc □ Non-Matric

Action Requested:
1. Subject & Course # (ex: UCOR 1100): ________________________ Year/Term to which this action applies (ex: Winter 13): ____________

   2. Briefly describe action requested and reason for action. Attach any supporting documentation. REQUIRED

If initiator is other than student: By signing below, I acknowledge that I have spoken with the student who agrees to this action.

☐ Student’s or Initiator’s Signature: _____________________________________________ Date: __________________

PART II – Signatures

Recommendation

<table>
<thead>
<tr>
<th>Approve</th>
<th>Deny</th>
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Comments

1. STUDENT'S ADVISOR (when applicable) DATE

2. INSTRUCTOR OF COURSE (when applicable) DATE

3. STUDENT'S DEPARTMENT/PROGRAM CHAIR (when applicable) DATE

4. DEPARTMENT CHAIR OF COURSE (when applicable) DATE

5. CORE DIRECTOR (required for Core requirements) DATE

6. STUDENT'S DEAN OR ASSOCIATE DEAN (REQUIRED) DATE

PART III-A – Registrar's comments and/or further review required:

REGISTRAR OR DESIGNEE DATE

PART III-B – to be signed by Student's Dean or Associate Dean only when review is requested by Registrar.

☐ Approve original Part I request

☐ Approve as amended in Part III

☐ Deny

COMMENTS

REGISTRAR'S OFFICE USE ONLY

Processed by______________________ Date _______________