

REQUEST FOR EXCEPTION TO SCHOOL ACADEMIC POLICY

This form is to be completed by any student requesting an exception to a School of Social Work academic policy. Student should consult with his/her advisor before completing the form, which should then be reviewed by the student's advisor before completing the form, which should then be reviewed by the student's advisor and submitted with recommendations to the Dean of the School for a final decision. Copies of the final decision will be given to the Associate Dean, Associate Dean for Administration, the student and placed in the student's permanent file.

Student's name: _____ 1st year _____ 2nd year _____

SSN _____ Telephone _____

Exception requested:

- _____ Extension of 4-year time limit for completing program
 - _____ Permission to take only one course in a given semester(s)
 - _____ Permission to take a course for which prerequisites are lacking
 - _____ Other (explain below)
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Reason for request and any special circumstances that are relevant: (where appropriate, student may attach a program showing his/her specific plan for completing the MSW in a timely and appropriate fashion)

Advisor's recommendation and comments:

Student's Signature _____ Date: _____

Advisor's Signature _____ Date: _____

Dean's Approval _____ Date: _____

Jack Wall, D.S.W.

Copy: Student
Student File

