EXCEPTION to ACADEMIC REQUIREMENTS and/or POLICIES LISTED in the AVILA UNIVERSITY CATALOG
(For Undergraduate students only – Complete with Advisor)

Student Name
Avila ID # or SSN

Advising Requirements Catalog Year: _______________ Major: ____________________________

Applied to graduate? □ No □ Yes, ____________________ (Month & Year)

Requested Exception:

□ Student took ________________(course dept and number) during ________term _______year with grade of ______
at □ Avila □ Transfer Institution __________________________

Request counting this course to meet the following requirement: __________________________

□ Student □ plans to enroll in OR □ is currently enrolled in ________________ (course dept and number) in ______ term ______ year
at □ Avila □ Transfer Institution __________________________

Request counting this course to meet the following requirement: __________________________

NOTE: An official transcript with final grades for off campus courses must be received by RSRO before this request will be considered.

□ Waiver of requirement (List) __________________________

NOTE: Waiver of requirements does not change minimum hour requirements for degrees.

□ Other (specify) __________________________

Reason for Exception: __________________________

_________________________________________________

This exception request is applicable to: □ Core □ Major □ Minor □ Elective □ Other ___________________
(Level I Core, Major, and Minor requirements must be completed with a grade of ‘C’ or higher.)

Student Signature Date Advisor Signature Date
□ Recommend □ Not Recommended □ No Comment

RSRO: Exception sent to ________________________ (Dean) for review. Date ________________________

□ Recommend □ Not Recommended Comments:

School/College Dean Signature Date
□ Approved □ Not Approved Comments:

Academic Affairs Signature Date