

**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** _____