



EXCEPTION to ACADEMIC REQUIREMENTS and/or POLICIES LISTED in the AVILA UNIVERSITY CATALOG
(For Graduate Students Only)

Student Name

Avila ID #

Advising Requirements Catalog Year: _____

Major: _____

Applied to graduate? No Yes _____ (Month & Year)

Option A: 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: _____

Option B: Requested Waiver of requirement

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

Option C: Other (specify)

NOTE: An official transcript with final grades for off campus courses must be received by the Registration and Student Records Office before this request can be considered.

Reason for Exception (please include the steps you took to make the decision for the exception; example at the end of the document)

This exception request is application to: Major Concentration Certificate

Student Signature

Date

Advisor Signature

Date

Exception

An "academic exception of requirement" means a situation where a student is allowed to deviate from a standard academic rule or requirement, usually due to extenuating circumstances or a compelling reason, and is granted permission to not fulfill that specific part of their academic program, often requiring a formal petition process with supporting documentation.

Substitution

An academic substitution of requirement is when a student takes a different course to fulfill a degree requirement. The new course should have similar content and learning outcomes to the original course.

A "blanket" substitution applies when a change in a program affects all students in a specified population.

Waiver

A waiver is the complete elimination of any academic requirement, Core curriculum or program requirement, without any type of replacement. Waivers are rarely granted, and the waiving of any requirement does not change the total number of credits needed for graduation.

The rationale for approving an Exception, Substitution or Waiver should include:

- a) A discussion of the circumstances that necessitate the exception, substitution, or waiver and
- b) An explanation of how the exception, substitution, or waiver will uphold the academic standards and objectives of the course and/or program.

Approved Denied

Comments:

School/College Dean Signature

Date

Approved Denied

Comments:

**Associate VP of Academic Affairs
(if needed)**

Date

RSRO Use Only

Processed by: _____

Date Processed: _____