

PETITION FOR EXCEPTION TO UNIVERSITY POLICY

Instructions: This form should be completed by **Undergraduate students** who would like to request permission to take a course(s) at another school while enrolled at Chicago State, and/or to request an exception to a university academic policy or procedure.

Student full legal name		
<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>

CSU ID number										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>										

Student's address		
<i>Street</i>	<i>City</i>	<i>State/Zip Code</i>

Student's Phone Number(s)	
<i>Phone 1</i>	<i>Phone 2</i>

First term enrolled at CSU: Spring Summer Fall Year _____
 Last term enrolled at CSU: Spring Summer Fall Year _____
 Are you applying for graduation at the end of this term: Yes No Major _____

In the space provided below, write a clear and complete statement explaining your request and why it should be granted. Include any pertinent facts or documents that support your request (.i.e. course syllabi, catalog descriptions, program descriptions). Any documents submitted will become a part of your permanent academic record and will not be returned. Failure to present relevant information will result in delay.

I understand the standards that are stated in the University catalog which was in effect when I was admitted or readmitted into Chicago State University. I believe that the request stated above is reasonable, within the limits of these standards. I further understand that a decision will be mailed to me within 2 weeks, depending on the volume of petitions received and major University events, i.e., registration, graduation audit, grade processing.

Student's Signature: _____
*Signature required – request will not be processed if omitted. Date

Faculty Approval: _____
*Signature required – request will not be processed if omitted. Date

Dean/Chair's Signature: _____
*Signature required – request will not be processed if omitted. Date

Submit completed form online to: **Registrar's Office** – csu-registrar@csu.edu

OFFICE USE ONLY Stamp Date Received

ID Provided: Chicago State University Cougar UID Driver's License State ID Passport

Decision: Approved Denied Deferred Referred (see below)

Comments: _____