

Graduate Academic Policy Exception Request
Graduate & Departmental Master's programs only

DIRECTIONS– Use this form to request an exception to University Graduate Education academic policies. Contact your college to determine what additional documentation may be required, whether your request is due by a specific date, and where to submit your request. All sections must be completed and signed before submission to Graduate Student Services.

To ensure privacy online, open in Adobe Reader (free at Adobe.com). Please add the required signature(s) in blue or black ink.

PART 1. Student information	
University ID	University email @umn.edu
Student name (Last, first, middle)	
College	Major/degree objective
Track	Minor
PART 2. Petition description	
<input type="checkbox"/> S/N grades more than 1/3 <input type="checkbox"/> Transfer units over 40% (Master's only) <input type="checkbox"/> Double counting (2 Master's, more than 8 units in common) - not needed for Regent approved dual, joint or integrated programs <input type="checkbox"/> 4xxx units (9 maximum) <input type="checkbox"/> 12 units non-degree	
Please provide an explanation or reason to grant your request below. Attach a separate sheet if necessary.	
<p>STUDENT CERTIFICATION</p> <p>My signature below certifies that the information I have provided on this form is true and accurate to the best of my knowledge.</p>	
Student signature (required)	Date



To request copies of this form in an alternative format, please call the Disabilities Services liaison at 612-625-9578. The University of Minnesota is an equal opportunity employer and educator. This form is printed on paper made from no less than 20 percent post-consumer waste.



PART 3. Departmental recommendation

Academic Adviser, Plan Level Coordinator (PLC) or Director of Graduate Studies (DGS): Please add your comments/ recommendation to the request made in Part 2 of this form.

PART 4. Approval

Adviser name		Adviser signature		Date
Co-adviser name		Co-adviser signature		Date
DGS (major field) signature	Date	DGS (minor field) signature	Date	

PART 5. Action taken - College approval

The following action has been determined after University of Minnesota collegiate review.

Comments

Request is approved denied

College Coordinator or Dean Signature (must be signed by College Coordinator or Dean and not by designate)	Date
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GSSP use only

processed

administrative officer _____ date _____