

**Shippensburg University**  
Request for Exception to Graduation Requirements

Students requesting an exception to a policy or curriculum requirement should complete this form, explaining the situation and justifying the request. Provide any appropriate documentation relevant to your situation. Attach additional pages if necessary.

**All exceptions are subject to reevaluation when a student changes major/program of study.**

**Student Information**

Name:	SU ID:
Major:	Minor:
Advisor:	Expected Graduation Date:
Local Phone:	SU email:

**Type of Request**

<input type="checkbox"/>	Substitution of a course in your program or general education
<input type="checkbox"/>	Exception to a policy
<input type="checkbox"/>	Other:

**Substitution of Required Courses (Gen Ed, Major, Minor):**

<i>Required Course</i>			<i>Course Substitution</i>		
Course #	Course Title	Credits	Course #	Course Title	Credits

**Explanation of Request:** Please explain exactly what you are requesting and why. Provide any documentation to support/strengthen your case. If you have none, explain why you don't.

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**Student's Signature & Date**

**Signature(s) Required for Recommendation of Approval:**

<b>Department Chair Signature &amp; Date</b>	<b>Advisor Signature &amp; Date</b>

**This section to be completed by Dean/Associate Dean:**

<input type="checkbox"/> <b>Approved</b>	<input type="checkbox"/> <b>Not Approved</b>
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Comments:

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<b>Dean/Assoc Dean Signature &amp; Date</b>	<b>Graduate Dean Signature &amp; Date (For Grad Students Only)</b>

AFTER the required signatures have been obtained, the original form and attachments must be sent to the appropriate DEANS OFFICE who will notify the student of the result and distribute copies to DEPT CHAIR/ADVISOR and forward original document to Registrar's office.

**Date Registrar's Office Recorded:** \_\_\_\_\_