VANGUARD UNIVERSITY

Academic Policy Exception Request

Student:_____ID#_____Date:____/____/____

VU Box Number: _____Phone: _____E-mail _____Major_____

( ) FRESHMAN   ( ) SOPHOMORE   ( ) JUNIOR   ( ) SENIOR   ( ) GRAD STUDENT

Type of exception: ( ) Substitution   ( ) Waive Requirement   ( ) Academic Petition

For Substitution, please complete the following:

VU requirement_____; Substitute with_____

_____Taken from_____ (school)

during _____(year/term).

For Waiver of Requirement, please complete the following:

VU course to be waived:_____

Explanation:_____
(Attach additional page if more room is needed)

To Petition for exception to academic policy or file a grade appeal indicate below:
[ ] Course Issue [ ] Add/Drop [ ] Catalog Issue [ ] Transfer [ ] Core requirement*   [ ] Grade:

Include the following:
Dept & Course Number:_____Instructor:_____Semester/Year_____

Briefly state your request below. Please attach supporting documentation, including records to verify statements made in your request, if applicable.

_____

_____

_____

_____

Recommend to [ ] Approve [ ] Deny: Department Chair:_____Date_____
Recommend to [ ] Approve [ ] Deny: *CORE Chair:_____Date_____
Decision to   [ ] Approve [ ] Deny: Dean/Director:_____Date_____

Conditions/Comments:_____

_____

_____

_____

For Office Use Only: Date Entered:_____By:_____