

HOW TO IMPROVE YOUR REQUEST FOR AN EXCEPTION

The request for an exception to a College or University regulation is a request for special consideration. The obligation to clearly and completely present the case rests with you. Exceptions are never automatically granted. Do not treat this request as a trivial or casual event.

We have seen many, many requests denied because of poorly completed forms. The guidelines offered here are suggestions for improving the chances of getting favorable approval for your request.

1. Get good advice about how to make your best case.

- a. Schedule an appointment with your advisor to discuss the case. This may be the most important thing you can do. Also, please note that your advisor's signature is required on the petition form.
- b. If the request involves specific courses, schedule an appointment to discuss it with those instructors.

2. Complete the form in a clean and clear manner. Include pertinent specifics; be brief.

- a. The request must be readable. Type it. Read it for clarity.
- b. Part I of your request should state in a simple declarative statement what you are requesting.
- c. Part II of your request should state clearly why you feel the request should be granted. If there is special documentation needed then it should be attached. For example, if you claim that an advisor or a faculty member gave you poor information, you need to have that person provide a note acknowledging