

Petition for Exception to Stated Academic Policies Form

Student Information

| | | | |
|---------------------------|--|---------------|---|
| Last Name | | First Name | |
| GWID | | GW Email | @gwmail.gwu.edu |
| SEAS Major/Field of Study | | Degree | <input type="checkbox"/> B.A. <input type="checkbox"/> B.S. <input type="checkbox"/> M.S/MEng <input type="checkbox"/> Ph.D |
| Department | | Semester/Year | |

Instructions:

1. Complete all requests for information on this form
2. Attach a detailed explanation and all supporting documentation (e.g. relevant email correspondence, course syllabus, medical documentation)
3. If necessary, attach completed University and/or SEAS form(s) needed for the requested action (e.g. RTF, H/SS form)
4. Have your Faculty Advisor review your petition and complete the Faculty Advisor Section below
5. Submit this completed form to either the Undergrad or Grad Advising Office for Associate Dean's review

Exception / _____
 Action Requested _____

Explanation **(Please attach a separate typed sheet with a detailed explanation):**

Required Signatures

| | | | |
|---|--|-----------|------|
| Student Signature | | Date | |
| Faculty Advisor Decision | <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove | | |
| Faculty Advisor Signature | | Last Name | Date |
| <i>Submit to Student Services and Advising Office for Associate Dean's Review</i> | | | |
| Associate Dean Decision | <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove | | |
| Associate Dean Signature | | Last Name | Date |

If approved by the Associate Dean, list any applicable conditions of the approval:

For Advising Office Use Only

Submit forms to:
 SEAS Student Services and Advising
 Science & Engineering Hall, Suite 2500
 Undergraduate - seasadvising@gwu.edu
 Graduate - seasgrad@gwu.edu