



PETITION FOR POLICY EXCEPTION

THIS FORM IS TO BE USED TO REQUEST AN EXCEPTION TO AN ORU CATALOG POLICY

1. Include all relevant course information. (COURSE NUMBER, TITLE, TERM, GRADE AND INSTRUCTOR)
2. Obtain appropriate signatures. *(See back of form for routine requests)
3. Return all copies to the Registrar's Office. (Please allow a minimum of 2 weeks for processing.)

Name: _____ Z#: _____
Last First MI

Email: _____@oru.edu Phone: _____ Birthdate: _____

Local Address: _____ Date: _____

Major: _____ FR ____ SO ____ JR ____ SR ____ GRAD ____

Please check: I receive veteran's benefits. ____ Yes ____ No
I am an international student. ____ Yes ____ No I am a student athlete. ____ Yes ____ No

STATEMENT FOR PETITION:

Student Signature: _____

Approved <input type="checkbox"/>	_____	_____
Not Approved <input type="checkbox"/>	Instructor	Date

Approved <input type="checkbox"/>	_____	_____
Not Approved <input type="checkbox"/>	Department Chair	Date

Approved <input type="checkbox"/>	_____	_____
Not Approved <input type="checkbox"/>	College Dean	Date

Approved <input type="checkbox"/>	_____	_____
Not Approved <input type="checkbox"/>	Vice President for Academic Affairs	Date

Approved <input type="checkbox"/>	_____	_____
Not Approved <input type="checkbox"/>	Student Accounts*	Date

*Required for an Audit-to-Letter grade change that raises enrollment above 18.5 credit hours **or** all part-time enrollment (11.5 credit hours or less) and all schedule adjustments made after the drop/add period.

Signatures required for routine requests:

Instructor's Signature Only

- Late Add
- Late Recorded Withdrawal (WP/WF)
- Late Pass/No Pass
- Late Audit

Chair of Major's Signature Only

- Transfer Courses in Last 30 Hours
- Enrollment in Over 18.5 Hours
- Waive Minor Requirement
- Change Degree Program (BA to BS, etc.)
- Request to be Under Previous Catalog

Chair of Course's Signature Only

- Late Drop Without Recording

Chair and Dean's Signatures

- Reinstatement from Academic Suspension