

# Millersville University

## Request for Exception to Graduation Requirements

**Instructions for Student:** It is your responsibility to initiate a request for exceptions in the major, minor, general education or university academic policy requirements well in advance of expected graduation date. Approved changes will be noted on your degree audit report. (If you downloaded the electronic .pdf file and installed Acrobat Reader 5.0, simply open the file in Reader. You can access the fields in the form by using the tab key. It is also possible to complete the fields if you received the form as a Word document. After the form is complete, print it for the necessary signatures. If you are unable to type in the "fillable" fields, print form and complete by hand.)

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### To Be Completed By Student in Consultation with Advisor (Please print or type)

Student's Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Student's Local Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Student's Marauder Email Address: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Adviser: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

I am requesting an exception to requirement(s) in:

Major/Required Related    Minor    Honors College    General Education    MU Academic Policy

Attach a typed explanation of the exception(s) you are requesting. Give a clear and compelling justification for the request and attach any supportive documentation (e.g., letters from faculty, catalog descriptions, etc. Also attach your degree audit (DARS) and show precisely how the requested exception would change your DARS. Submit this form and all attachments to the appropriate signatory required for approval.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Major/Minor Adviser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Signature(s) Required for Approval:

**For exception requests to requirements in the: MAJOR or REQUIRED RELATED**

YES / NO   Major Dept Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**OR**

**For exception requests to requirements in the: MINOR or HONORS COLLEGE**

YES/NO   Minor Dept Chair/Honors College: \_\_\_\_\_ Date: \_\_\_\_\_

**OR**

**For exception requests to requirements in: GENERAL EDUCATION or UNIVERSITY ACADEMIC POLICY**

YES / NO   Major Dept Chair: \_\_\_\_\_ Date: \_\_\_\_\_

YES / NO   School Dean: \_\_\_\_\_ Date: \_\_\_\_\_

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