

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. (If you downloaded the electronic .pdf file, simply open the file in Adobe Reader. You can access the fields in the form by using the tab key. After the form is complete, print it for the necessary signatures. If you are unable to type in the “fillable” fields, print the form and complete by hand. PLEASE PRINT CLEARLY.)

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

Student's Name: _____ ID#: _____

Student's Local Address: _____

Student's Millersville Email Address: _____ Phone: _____

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). If it helps to illustrate your request, you may attach a copy of your degree audit marked up with the exception request (this is not required by the Registrar's Office). Submit this form and all attachments to the appropriate signatory required for approval.

Student's Signature: _____ Date: _____

Major/Minor Adviser's Signature: _____ Date: _____

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: _____

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.