



# 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  \_\_\_\_\_ Date \_\_\_\_\_  
 Not Approved  Instructor

Approved  \_\_\_\_\_ Date \_\_\_\_\_  
 Not Approved  Department Chair

Approved  \_\_\_\_\_ Date \_\_\_\_\_  
 Not Approved  College Dean

Approved  \_\_\_\_\_ Date \_\_\_\_\_  
 Not Approved  Vice President for Academic Affairs

Approved  \_\_\_\_\_ Date \_\_\_\_\_  
 Not Approved  Student Accounts\*

\*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