



# EXCEPTION TO POLICY PETITION

*This form will not be accepted if any portion is left blank. It is your responsibility to pay tuition and meet with the faculty member to have your class graded (instructor must submit a "Grade Change" card), if your petition to add a class is approved.*

Name: \_\_\_\_\_ DSC ID #: \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_\_\_ Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

## PURPOSE

- Add Class(es)                       Drop Class(es)                       Complete Withdrawal (must include withdrawal form)  
 Add Extra Credit                       Audit Class(es)

## COURSE INFORMATION

Semester:    Fall     Spring     Summer                      Year: \_\_\_\_\_

COURSE IDENTIFICATION (i.e. ENGL 1010 05)	COURSE TITLE (i.e. Intro to Writing)

## FACULTY SECTION REQUIRED

Student: This section is required and must be completed prior to submitting petition

Faculty: We thank you for supplying the committee with this information so we can make a fair and equitable decision in the student's behalf. Your cooperation is greatly appreciated.

CLASS I.D.	DATE LAST ATTENDED (APPROX.)	GRADE EARNED BY THIS DATE (APPROX.)	DID STUDENT ATTEND REGULARLY?	FACULTY SIGNATURE

