

REQUEST FOR PROGRAM EXCEPTION *Please return signed form to Registration and Student Finance

Name of Student: _____ Date: _____

Year of Study: _____ I.D. #: _____ Mailbox: _____

Program Requirement Affected: _____

How will the program requirement be fulfilled? _____

Grounds for Exception: _____

Student's Signature: _____ Date: _____

In signing I am indicating that I have reviewed the student's file and support the requested exception.

Advisor: _____ Date: _____

Faculty Dean: _____ Date: _____

or Vice President Academic Signature (if Faculty Dean is also the Advisor)

Note: Other signature(s) may be required if the nature of the request involves a department not covered by an signature above: _____

Approved Denied

Registration and Student Finance Use Only

Comments: _____

Registration and Student Finance Officer: _____ Date: _____

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REQUEST FOR PROGRAM EXCEPTION *Please return signed form to Registration and Student Finance

Name of Student: John Doe Date: Insert today's date

Year of Study: 3 I.D. #: 780167 Mailbox: 999

Program Requirement Affected: Foundations English: will be missing ENGL 204 at the time of graduation

How will the program requirement be fulfilled? ENGL 100 at GMC

Grounds for Exception: ENGL 100 is a literature based course, it did not transfer directly as ENGL 204.

Student's Signature: _____ Date: _____

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