



Request for Academic Exception

Any exception to the academic regulations, which apply to students at Concord University must be requested in writing and will not be considered unless substantially justified. The student will initiate such a request through the Office of the Vice President and Academic Dean. Action taken on this request will be sent to the student, the student's adviser, and other appropriate persons.

Student ID Number _____ **Date** _____

Name (Last, First, Middle Initial) _____

Email _____ **Phone** _____

Major or Teaching Field _____

Approximate Grade Point Average _____

Please circle classification: Freshman Sophomore Junior Senior **Projected graduation date:** _____

Number of credit hours currently enrolled: _____

Are you receiving any financial aid or scholarships? Yes / No **(Circle One)**

Request: _____

Justification for Exception: *(Attach supporting documents where appropriate).*

Note to Student: Secure the signature and recommendation of the following college officials as indicated, then return the form to the Vice President and Academic Dean's Office.

**Approval
Recommended**

**Approval NOT
Recommended**

Instructor(s) _____

Last Date Student Attended Or Accessed Blackboard for The Class In Question: _____

Grade received if applicable _____

Comments _____

**Approval
Recommended**

**Approval NOT
Recommended**

Academic Adviser _____

Comments: _____

**Approval
Recommended**

**Approval NOT
Recommended**

Department Chairperson _____

Comments: _____

**Approval
Recommended**

**Approval NOT
Recommended**

Division Chairperson _____

Comments: _____

APPROVED

DISAPPROVED

Academic Dean _____

Comments: _____
