

## DePaul University College of Education Request for Exception to Academic Policy

This form is to be used by students requesting exceptions to academic policy as outlined in the DePaul University course catalog, the DePaul University website, and the College of Education handbook or any other written materials. This form is to be used only in extenuating circumstances and must be accompanied by appropriate documentation in order to be considered. You must meet with your academic advisor prior to submitting your request. To schedule an appointment, go to Campus Connect and click on Advising Center tab.

Name: \_\_\_\_\_ DePaul ID # \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Local Address: \_\_\_\_\_

2011-2012 Registration and Enrollment Deadlines					
	Autumn	Winter	Spring	Summer I	Summer II
Last day to add classes	9-13-11	1-9-12	3-30-12	6-12-12	7-17-12
Last day to drop classes w/100% refund	9-20-11	1-16-12	4-9-12	6-15-12	7-20-12
Last day to select pass/fail option	9-20-11	1-16-12	4-9-12	6-15-12	7-20-12
Last day to withdraw from classes	10-25-11	2-20-12	5-11-12	6-29-12	8-3-12
Last day to request administrative withdrawal	3-19-12	6-8-12	11-20-12	11-20-12	11-20-12

### Requests for Advisor Approval

- Request to register in more than 20 credit hours (Undergrad) or more than 8 credit hours (Grad – summer only).**  
 For consideration of this request, undergraduates must have a 3.0 cumulative GPA, at least 44 credit hours, and successful completion of 4 courses in the previous quarter. Graduates must have a 3.0 cumulative GPA. **DEADLINE: last day to add classes.**
- Request to change class status to pass/fail or audit.**  
 For consideration of this request, the course must be an elective and not courses in the major or liberal studies. **DEADLINE: pass/fail deadline for the quarter.**

**Request for one-time exception to Advanced Standing policy** (please see separate request form)

### Requests for Associate Dean Approval

- Late ADD request (for SOE courses only).**  
 Requests to add a course after the deadline will be considered provided you have documentation from the instructor confirming you have been attending the class. Requests to add closed courses will be denied. For closed courses, students must follow the waitlist procedure posted online. **DEADLINE: 10 business days after the last day to add classes for that term.**
- Circle one:      autumn                  winter                  spring                  summer
- 5 digit class# \_\_\_\_\_ dept: \_\_\_\_\_ course# \_\_\_\_\_ section # \_\_\_\_\_
- Administrative WITHDRAWAL (without penalty) request.**  
 Requests to withdraw from course(s) after the last day to withdraw from classes deadline will be considered provided you submit rationale and necessary documentation. Failure to pay your tuition or attend class is not sufficient rationale for late withdrawal. Contact Financial Aid to determine potential impact of withdrawal. You are permitted ONE LATE WITHDRAWAL EVENT during your academic career. Withdrawals due to medical or personal issues should be submitted to the Dean of Students office (separate form at <http://studentaffairs.depaul.edu/dos/forms.html>.) **DEADLINE: last day of the last final exam of the subsequent quarter.**
- Circle one:      autumn                  winter                  spring                  summer
- 5 digit class# \_\_\_\_\_ dept: \_\_\_\_\_ course# \_\_\_\_\_ section # \_\_\_\_\_
- Take a course in TRANSFER during the FINAL 60 credits at DePaul (Undergraduate only).**  
 Only granted on rare occasions; you must demonstrate a valid reason for not being able to complete the course requirement at DePaul. **DEADLINE: Last day to add classes for that term.**

**Requests for Student Teaching Office**

- Extend STUDENT TEACHING clearance deadline.**  
Requests for academic clearance issue consideration may be submitted. A valid request might occur when you have applied to student teach on time but failed a content area test prior to final clearance. If another testing opportunity exists prior to the start of student teaching, you may apply for an exception to complete the requirement and have your clearance reevaluated. **DEADLINE: varies by quarter: 1<sup>st</sup> Monday in April (for fall), 1<sup>st</sup> Monday in July (for winter), 1<sup>st</sup> Monday in December (spring).**
  
- OUT OF STATE Student Teaching Request**  
Requests for out of state student teaching are granted only on rare occasions and require a statement of hardship for consideration. Valid reasons for the request include health related issues, change in employment status or employment opportunity, personal hardship, or course related issues. Please note that additional costs may be associated with out of state student teaching. **DEADLINE: same as student teaching application deadline.**
  
- Student Teaching in YOUR OWN Classroom Request**  
In order to submit this request, you must have at least two years of supervised classroom teaching experience. Attach a completed Application to Student Teach in Your Own Classroom form to this request. **DEADLINE: same as student teaching application deadline.**
  
- DEFER student teaching.**  
If extenuating circumstances exist, you may request a deferral of your student teaching placement. Valid reasons would only include health related issues, change in employment status or employment opportunity, personal hardship, or course related issues. **DEADLINE: 1<sup>st</sup> day of student teaching.**

In the space provided, please explain the reason for your request. You must attach supporting documents to this form.

I understand that I am financially responsible for any action that may occur as a result of my filing this request. I further understand that completing this form does not guarantee my request will be granted.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Advisor Recommendation: ____ deny <i>Comments:</i>	____ approve	initials: _____	date: _____
Final Decision: ____ deny <i>Comments:</i>	____ approve	initials: _____	effective date: _____