

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 consult your academic advisor prior to submitting your request.

Submit completed forms to the Advising Office (2247 N. Halsted, 1st Floor) or by e-mail to your assigned advisor.

Name: _____ DePaul ID # _____

Email: _____ Phone: _____

Local Address: _____

2015-2016 Registration and Enrollment Deadlines

| | Autumn | Winter | Spring | Summer I | Summer II |
|---|-------------|-------------|-------------|-------------|-------------|
| Last day to add classes | 9/15/15 | 1/10/16 | 4/3/16 | See advisor | See advisor |
| Last day to drop classes w/100% refund | 9/22/15 | 1/17/16 | 4/10/16 | See advisor | See advisor |
| Last day to select pass/fail option | 9/22/15 | 1/15/16 | 4/8/16 | See advisor | See advisor |
| Last day to withdraw from classes | 10/27/15 | 2/21/16 | 5/15/16 | See advisor | See advisor |
| Last day to request administrative withdrawal | See advisor | See advisor | See advisor | See advisor | See advisor |

☐ **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 at least a 3.0 cumulative GPA, at least 44 credit hours, and successful completion of 4 courses in the previous quarter. Graduates must have at least a 3.0 cumulative GPA. **DEADLINE: last day to add classes for that term.**

☐ **Late ADD request (for COE 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 a rationale and necessary documentation. Failure to pay your tuition or to attend class is not a 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 University Dean of Students Office (separate form at <http://studentaffairs.depaul.edu/dos/academicprocesses.html>.) **DEADLINE: last day of the last final exam of the subsequent term.**

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.**

Request for exception to Advanced Standing policy.

See separate request form for this request.

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 that my request will be granted.

Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Advisor Recommendation:

deny_____ approve_____ initials_____ date_____

Comments:

Final Decision:

deny_____ approve_____ initials_____ effective date_____

Comments: