

**EXCEPTION to ACADEMIC REQUIREMENTS and/or
POLICIES LISTED in the AVILA UNIVERSITY CATALOG**

Student Name

Avila ID # or SSN

Local Street Address

City State Zip

Daytime Phone

Advising Requirements Catalog Year: _____

Major: _____

Applied to graduate? No Yes, _____ (Month & Year)

Requested Exception:

Course substitution of _____ for _____

If course was off-campus, what school, year and term: _____

NOTE: An official transcript with final grades for off campus courses must be received by RSRO before this request will be considered.

Waiver of requirement (List) _____

Other (specify) _____

Reason for Exception: _____

Recommend Not Recommended No Comment

Student Signature Date

Advisor Signature Date

Registration and Student Records (RSRO) use:

Current exception pertains to: Core Major Minor Elective Other _____

If connected with courses:

- Course was completed _____ semester with a grade of _____.
- Course is currently in progress _____ semester.
- Course must be completed with a grade of 'C' or higher.'
- Other _____

Previous Exceptions:

Other Comments:

RSRO Signature Date

Comments:

Recommend Not Recommended

School/College Dean Signature Date

Comments:

Approved Not Approved

Academic Affairs Signature Date

Note: If a course is waived, student must still complete the minimum number of hours for graduation. RSRO 10/06