

- Instructions:**
1. Consult with your faculty advisor regarding the request.
 2. Complete the student section.
 3. Submit the form in person or by fax to the Office of the Registrar for processing.
 4. You will be notified of the final decision and any further instructions via your *My Academic Resource System (MARS)* message board.

SECTION A: Contact Information_____
Legal Last Name_____
Legal First Name_____
Student ID_____
Phone Number_____
E-mail Address_____
Current Program/Program of Interest**SECTION B: Reason for Petition for Academic Exemption (Please attach any additional information)**

Student's Signature: _____

Date: _____

SECTION C: Office of the Registrar

Office of the Registrar Signature: _____

Date: _____

SECTION D: Department Recommendation☐ Approved☐ Denied

Department Chair's Signature: _____

Date: _____

Section E: Academic Administration Recommendation☐ Approved☐ Denied

Academic Administration Signature: _____

Date: _____