

FSU | GRADUATE SCHOOL

Exception Request Form

Use this form to request an exception to a regular graduate education policy.

INSTRUCTIONS:

- A detailed explanation must be provided from the student explaining the circumstances of the case (see below). An extenuating circumstance must be present and supported by the unit leadership.
- The Academic Dean's Office is encouraged to provide a response on the case (see below).
- The Exception Request Form must be approved and signed off by the graduate student's academic unit before the Academic Dean's Office sends the request to the Graduate School for final review. Graduate students CANNOT submit Exception Request Forms to the Graduate School for review.
- Response time from the Graduate School will vary depending on the complexity and severity of the case. Once a decision is reached, the Dean of the Graduate School (or designee) will send the decision to the Academic Dean's Office, who must notify the student of the decision (and any other unit, if appropriate).

STUDENT INFORMATION:

Student's Full Name: _____

EMPL ID#: _____

Degree Level: Master's Doctoral Professional

Academic College: _____

Department/Unit (if applicable): _____

Degree Program Name: _____

Type of Exception Request: _____

RATIONALE FROM STUDENT FOR EXCEPTION:

The student must provide a detailed justification for this request (attach additional pages if necessary).

RATIONALE FROM ACADEMIC DEAN'S OFFICE FOR EXCEPTION:

The Academic Dean's Office is encouraged to provide a response on the case (attach additional pages if necessary).

APPROVAL OF EXCEPTION REQUEST:

The student's major professor/advisor and co-major professor (if applicable), Department Chair/ Unit Head and Academic Dean (or designee) must first approve the exception request. Final approval rests with the Dean of the Graduate School (or designee).

Major Professor/Advisor	Date
Co-Major Professor (if applicable)	Date
Department Chair/Unit Head	Date
Academic Dean (or designee)	Date

Please email the Exception Request Form (PDF) to James Beck (jpbeck@fsu.edu) in The Graduate School.

Graduate School Decision: Approved Not Supported/Denied

Graduate School Comments:

Dean of The Graduate School (or designee)	Date
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