

FORM FOR A REQUEST FOR AN EXCEPTION TO ACADEMIC POLICIES

Policies are established by the School to ensure that the same procedures and standards are applied to everyone. As with any rule or policy, there may be exceptions. Exceptions must be requested prior to pre-registration for the semester to which the exception would apply. Students who want an exception to School Policy, including regarding timing of completion of background course requirements and enrollment in courses at other Universities for credit toward the Columbia degree, must discuss their request with their academic advisor. If the academic advisor approves the request, an exception can be requested through the Associate Dean. This Form must be completed and signed by the academic advisor, who is indicating support for the exception with his/her signature.

Student's Name: _____

Student's ID# _____

Program _____

Year of Study _____

Exception Requested for _____
Term Year

Exception to Policy Requested _____

Rationale for Exception _____

Approved by: _____
Academic Advisor

Date

Approved by: _____
Associate Dean

Date

Approved by: _____

Area Chair/Coordinator (if necessary)

Date