FLORIDA POLYTECHNIC
UNIVERSITY

Request for Exception to a Graduate Program Requirement

Students must use this form when requesting an exception to a graduate program requirement as described in University policy **FPU-5.00745AP Exceptions to Graduate Program Requirements.** The student must also attach a letter to this form that includes a clear statement of what requirement the student is requesting an exception to and why the student's request should be granted.

The student must complete this form and get it approved and signed by those indicated below under "Required Signatures and Approvals". The student must then submit the completed form and accompanying letter to the Provost for approval.

STUDENT INFORMATION

Last Name:_____   First Name: _____

Student UID:_____   University Email: _____@floridapoly.edu

Degree Program/Major: _____

Requirement that you are requesting an exception to: _____.

_____   _____
Student Signature   Date

REQUIRED SIGNATURES AND APPROVALS

1. Faculty Advisor: Request is ☐Approved   ☐Denied   _____   _____
                                                                                                Signature   Date

Comments (attach a letter if necessary): _____

_____.

2. Graduate Program Coordinator: Request is ☐Approved   ☐Denied _____   _____
(Division Director)   Signature   Date

Comments (attach a letter if necessary): _____

_____.

PROVOST TO COMPLETE

Request received from student on: _____

Request is ☐Approved   ☐Denied   _____   _____
                                                      Signature   Date

Comments (attach a letter if necessary): _____

_____.

Student notified of decision on: _____ by: _____

REGISTRAR TO COMPLETE

Request received on: _____ by: _____

Noted in student's record on: _____ by: _____

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