



**COLUMBUS STATE  
UNIVERSITY**

## **Exception Petition Form/ Academic Standards Committee**

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**Former CSU students ONLY. Current students should submit the Exception Petition form in MyCSU on the Forms tab.**

Name: \_\_\_\_\_

CSU ID: \_\_\_\_\_ Major: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

### **How to Complete this Form**

- With the advisor's help, the student should fill out the Exception Petition Form and include any documentation that may help the Academic Standards Committee reach a decision.
- The advisor should then route the completed form and any supplemental information to the department chair, who will in turn send the appeal to the dean or dean designate.
- From there it will be sent to the Registrar who will in turn give it to the Chair of the Academic Standards Committee.
- The petition will then be considered by the Academic Standards Committee. The committee meets monthly.

### **What general university requirement would you like to have reviewed?**

- ☐ Exceptions to, or substitutions for, courses required in the General CORE.
- ☐ Exception to having to complete the Wellness Requirement for Graduation.
- ☐ Exception to allow a grade below a "C" to apply towards a "field of study" or "major specific" course.
- ☐ Exception to the GPA graduation requirement of 2.0 for undergraduate and 3.0 for graduate students.
- ☐ Exception to the 25% residency requirement
- ☐ Exception to the 39 Upper-Level Hour Requirement for Graduation- that at least 39 semester hours must be at or above the 3000 level.
- ☐ Other

### **Justification and Supporting Documents MUST be attached.**

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Recommendation for Approval:

☐ Yes ☐ No \_\_\_\_\_  
Advisor/Date

☐ Yes ☐ No \_\_\_\_\_  
Chair/Date

☐ Yes ☐ No \_\_\_\_\_  
Dean/Date