

Request for Exception to University Policy

Memorandum of Justification

Sample Format

From: Student Name

To: Department Advisor Name

Date: Today's Date

Subj: Justification for Request for Exception

Justification Paragraph:

Introduction – what you are requesting. For example:

I am requesting an exception to TTU Policy 271 that requires a student to apply for graduation by the due dates established on the Graduate Calendar.

Reason – what is causing the request. For example:

I did not apply to graduate for the fall semester because I was able to take additional courses in the summer that allowed me to finish in the fall semester. By the time I reviewed my remaining course requirements with my advisor, my advisor and I determined that I could graduate one semester earlier than anticipated.

My advisor and I have met and discussed this request for exception.

Sincerely,

Student Name