



Office of the Registrar

TENNESSEE TECH

UNDERGRADUATE REQUEST FOR EXCEPTION TO UNIVERSITY POLICY (Instructions)

Disclaimer: Students submitting a Request for Exception to University Policy are subject to University Policies regarding Course Drop and/or Withdrawals. Please note that the submission of a request will not act as a withdrawal from ongoing classes. The following issues cannot be addressed via Request for Exception:

- Disputes regarding the denial of Financial Aid or the amount awarded. Contact Financial Aid directly.
- Complaints about class instruction or curriculum. Contact the relevant Academic Department.

For questions or guidance with this form, please contact the Office of the Registrar directly.

A complete request *must* include and meet the following criteria:

1. Demonstrate a direct cause and effect relationship between the extenuating circumstance and the student's ability to successfully comply with University policy;
2. Circumstances should only be considered unforeseeable/unavoidable and could not have been reasonably prevented during the time period of issue;
3. Must be completed, signed and dated in its entirety;
4. Provide a *typed*, detailed personal statement (please limit to one page); and
5. Include relevant supporting documentation of circumstance as stated above that pertains to the time period at issue. Relevant documentation can be furnished only from an appropriate authority to support the claim. Documentation should be signed and on official letterhead of the issuing authority and include the contact information for said authority. Please see examples of acceptable reasons/documentation below.

Requests submitted without valid or sufficient documentation will be automatically denied and closed, but may be reopened once required/sufficient documentation is received by the Office of the Registrar.

Reason/Circumstance	Acceptable Relevant and Supporting Documentation
Medical Issue	A signed letter from physician/medical provider stating: 1.) the date(s) of the onset and duration of the condition and 2.) how the condition impaired your ability to continue/complete courses. Please do NOT send medical records/bills/receipts or a list of prescriptions.
Military Duty	Deployment Orders/PCS Orders/TDY Orders; Memo from Commanding Officer to address issues not covered by military orders. Generally we require memos from 0-5s and above.
Death of Immediate Family Member	Death certificate or obituary. The submitted documentation must show date of death and family relationship.

Additional Information:

- Requests can be mailed or emailed to the information below.
- Decision regarding your request will be emailed to your student tntech.edu email account only.



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Name: _____ T#: _____ Date: _____
(Last) (First) (MI)

Phone: _____ Email: _____ Major: _____

Exception Request Type (please check one):

- Drop course(s) with a "W" after the end of the term
- Extension of an "I" grade
- Retroactive add to course(s)
- Retroactive withdrawal from all courses
- Administrative drop
- Course level change
- Transfer credit (Graduation Office)
- Modify general education core requirement (Graduation Office)
- Request to repeat a course no longer offered with the same content as a previously taken course

Other: _____

Course Information

CRN	Subject	Course Number	Section Number	Term

Brief Explanation of Request (please attach your personal typed statement separately).

Student Signature: _____ Date: _____

Recommendation of Chairperson (of student's major or department): Support Oppose No recommendation

Comments: _____

Signature: _____ Date: _____

Recommendation of Dean, College, or School: Support Oppose No recommendation

Comments: _____

Signature: _____ Date: _____

Final Decision of Office of the Registrar: Approve Deny Date: _____

Signature of Office of the Registrar: _____

Comments/Processing Instructions: _____
