



# Academic Policy Exception Petition Form

Office of the Registrar; 900 Viterbo Drive; La Crosse WI 54601

Phone: 608-796-3180; [www.viterbo.edu](http://www.viterbo.edu) registrar@viterbo.edu

Students seeking an exception to any university academic policy listed in the University Catalogs under **Academic Regulations and Policies** should complete this form to petition the vice president for academic affairs for that exception. In the space below, or on an addition page, state the policy from which you request exemption and provide a rational and any additional documentation to support your request. An unofficial transcript (from VitNet) or degree audit should also accompany this form. You must have the approval of your advisor, and college dean prior to submission to the vice president for academic affairs.

STUDENT NAME: \_\_\_\_\_ ID: \_\_\_\_\_  
*(Please Print)*

POLICY FROM WHICH YOU REQUEST EXEMPTION:  
\_\_\_\_\_

RATIONALE:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## STUDENT ACKNOWLEDGEMENT

By checking this box, I acknowledge I have contacted the Financial Aid Office and/or the Business Office to discuss how this request may change or affect any financial aid, tuition, or fees.

\_\_\_\_\_ DATE: \_\_\_\_\_  
(Student)

## APPROVALS

\_\_\_ Yes \_\_\_ No \* \_\_\_\_\_ DATE: \_\_\_\_\_  
(ADVISOR or DIRECTOR FOR STUDENT SUCCESS)

\_\_\_ Yes \_\_\_ No \* \_\_\_\_\_ DATE: \_\_\_\_\_  
(DEAN)

\_\_\_ Yes \_\_\_ No \* \_\_\_\_\_ DATE: \_\_\_\_\_  
(VICE PRESIDENT FOR ACADEMIC AFFAIRS)

\*If no, please explain on reverse side. Form to be filed in the Office of the Registrar.

If approved, the Registrar's Office will contact the student via Viterbo University email.

For Registrar's Office use: Date received/recorded/responded: \_\_\_\_\_