Petition for Exception to Graduate Academic Regulations Form

Office of Graduate Studies

Please refer to the next page for instructions on completing this form.

I. Student Information (supplied by the Associate Dean)

Name: _____ AU Student #:_____ Academic Unit: _____

Program:_____ Advisor:_____

II. Reason for Exception (see Exceptions to Graduate Regulations Decision Chart)

☐ Does not meet minimum requirements for full admission ☐ Incompletes ☐ Graduate Assistantship

☐ Degree Time Limits ☐ Transfer credits ☐ Dissertation Committee

☐ Other: _____

III. Associate Dean Justification for Petition for Exception

Type Associate Dean Name:_____ Date:_____

IV. Office of Graduate Studies Approval and Signature

☐ Approved ☐ Not Approved

Signature:_____ Date: _____

Instructions for Completion

Please refer to the Petition for Exceptions to Graduate Academic Regulations Decision Chart to determine if the petition should be submitted to the Office of Graduate Studies for a decision. The Associate Dean of the student's respective academic unit must submit this form to the Office of Graduate Studies.

Please include a written justification of the extenuating circumstances for the exception in Part III of the form. You may submit additional supporting documentation, such as letters, emails, etc., as needed to build the case for the exception. These supporting documents must be in Microsoft Word or PDF format.

This request form and supporting documents must be sent from the Associate Dean's email account to gradstudies@american.edu. Petition requests received from any other email account will not be reviewed.

The Associate Dean will receive verification of petition receipt from the Office of Graduate Studies. Please allow up to seven business days for a decision from the Office of Graduate Studies. If you have not received a response to your request within the seven-day timeframe, please contact the Office of Graduate Studies at gradstudies@american.edu.