POLICY EXEMPTION FORM TIPS
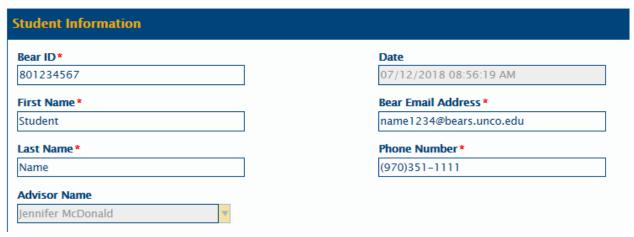
- Enter the **Student Information**. Please only use Bear mail and make sure you enter the full Bear mail address.

Student Information

Bear ID*	**Date**
801234567	07/12/2018 08:56:19 AM
First Name*	**Bear Email Address***
Student	name1234@bears.unco.edu
Last Name*	**Phone Number***
Name	(970)351–1111
Advisor Name	
Jennifer McDonald	

- Select your name as the **Advisor**. Only the faculty with Advisor access can request policy exemptions for thestudent.
- **Policy to Exempt:** Here, you will enter the policy you are wishing to ask for exemption. For example, if the student needs to ask to transfer more than 10 credits in the last 30 credits of their degree, you would type, "20/30 rule" or "transfer more than 10 credits out of last 30". There is not a specific format you will need to use for your wording; just explain the policy you wish to be exempt from.

Exemption Request

Policy to Exempt*
20/30 Rule

- **Exemption start date:** This date will auto-populate and does not need to change.

Exemption Start Date
07/12/2018

- **Graduation Term:** If the student has applied to graduate, please select the term in which they're already applied to graduate. If you do not know the term, it's best to select the furthest one out.

Graduation Term*
Summer 2018

- **Catalog year:** Please enter the student's catalog year. This information is on Degree Works at the top of each header (the blue blocks).

Catalog Year (yyyy – yyyy) *

2017 – 2018

Catalog Year: 2017-2018
GPA: 3.44

- **Reason for exemption request:** Here, we need an explanation as to why the policy in question should be exempted. Please provided details. Explain clearly what prevented the student from adhering to the policy, if applicable.

Reason for exemption request *

- **Additional Documentation:** Please provide documentation in support of the request if possible. If we do not receive documentation, we will be contacting the department for documentation before the request will be reviewed. If the student wishes to add a personal statement, this can be uploaded with the button provided.

Additional Documentation

Attach

- **Department Approver Name:** Please select the Chair of your department or the assigned approver for all forms.

Required Approvals

Department Approver Name *

- **Submit:** please click submit to have the document sent on to the approver.

Submit

- When a decision is made an email will be sent to you and the student with the approval status and actions taken.