



Request for Graduation Exception

STUDENT ADMINISTRATIVE SERVICES

Potsdam Campus: PO Box 5575, Potsdam, NY 13699-5575 | (315) 268-6451
 Capital Region Campus: 80 Nott Terrace, Schenectady, NY 12308 | (518) 631-9835

To Academic Standards Committee, C/O SAS – Box 5575

Student Name _____ Student Number _____

Campus Potsdam CRC Local Phone _____ Class Year _____ GPA _____

Student Major(s) 1. _____ 2. _____

Student Minor(s) 1. _____ 2. _____

Exception sought & reason:

Student Signature

Date

Recommendations

Primary Major:	Recommended	Not Recommended	Date
Advisor	_____	_____	_____
Department Chair	_____	_____	_____
Dean	_____	_____	_____
Second Major (if applicable):	Recommended	Not Recommended	Date
Advisor	_____	_____	_____
Department Chair	_____	_____	_____
Dean	_____	_____	_____

APPROVAL	Approved	Not Approved	Date
Academic Standards Committee	_____	_____	_____

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|---|--|---|----------------------------------|
| <input type="checkbox"/> Academic Standards Committee | <input type="checkbox"/> Dean of Student's Primary Major | <input type="checkbox"/> Dept. of Student's Primary Major | <input type="checkbox"/> SAS |
| | <input type="checkbox"/> Dean of Student's Second Major | <input type="checkbox"/> Dept. of Student's Second Major | <input type="checkbox"/> Student |

Instructions on reverse

INSTRUCTIONS

All requests for exceptions to graduation requirements must be made in writing on this form.

Requests for an exception to graduation requirements must be sent to the Academic Standards Committee of the Faculty Senate for approval or disapproval on behalf of the faculty. In these cases, the Academic Standards Committee is the final authority for approval or disapproval.

The request for exception must be returned to SAS after all necessary signatures have been obtained.