



Petition for Exception to University Graduation Requirements

This petition is to request an exception to university level degree requirements. Requests for exception to the baccalaureate core, major, option, or minor requirements should be addressed by the student's academic college.

University graduation requirements are clearly defined and readily available to students for reference. A student's status relative to meeting graduation requirements is available at any given time throughout their academic career and it is the student's responsibility to monitor their progress and plan appropriately in order to meet the requirements as they are stated in [Academic Regulation 25](#). Therefore, petitions for exceptions to university graduation requirements are seldom approved and it is recommended that you have a plan in place to complete the requirements as specified in the regulation.

To proceed:

- Complete the student section of the petition including your statement explaining the request.
- Obtain a statement and recommendation from your College Head Advisor.
- Optional; obtain a statement and recommendation from your Academic Advisor in your department.
- Return the petition to the Office of the Registrar.
- Once the completed petition is received, the Office of the Registrar will compile information relevant to your request (degree audit, chronology, calculations, timelines, correspondence, etc.).
- The petition and packet of information will be presented to the Academic Requirements Committee at their next scheduled meeting following the completion of the petition.
- A representative from the Graduation department will be on hand to answer any questions the committee may have relative to the requirement and/or the information provided.
- The Academic Requirements Committee will make a recommendation.
- The petition, compiled information, and ARC recommendation will be forwarded to the Provost's designee.
- The Provost's designee will review all the information and issue a final decision.
- You will be officially informed of the decision.



Petition for Exception to University Graduation Requirements

Date: _____

Name: _____ OSU ID #: _____
Last First Middle Initial

Term You Intend to Graduate: _____

Requirement for Which You are Requesting an Exception:

- Total Credits ([AR 25c](#))
- Upper Division Credits ([AR 25c.1](#))
- Total GPA ([AR 25e](#))
- Academic Residency ([AR 25f](#))

Student Statement (Explain your request and justification for requesting an exception to requirements):

Attach additional sheets if space provided is insufficient

Student Signature

Date



Head Advisor of Student's Academic College (Comments/information regarding the student's request):

Attach additional sheets if space provided is insufficient

Head Advisor Recommendation:

Approve

Disapprove

Head Advisor Signature

Date

Student's Academic Advisor (Optional; may provide additional comments/information):

Attach additional sheets if space provided is insufficient

Academic Advisor's Recommendation:

Approve

Disapprove

Academic Advisor Signature

Date



Academic Requirements Committee Recommendation:

Approve. If approved provide petition materials to Provost's Designee for final approval.

Disapprove. If disapproved, student may appeal to Provost's Designee.

Provost's Designee Decision:

Approve

Disapprove

Designee's Signature

Date