



## Exception Request Form

\*Other than Extension of Time (EOT) Requests

Use this form to request an exception to a regular graduate education policy. This can be in regard to a variety of items, including but not limited to: transfer credit policy, supervisory committee conflict of interest policy, graduate GPA resets, continuous enrollment in minimum dissertation, treatise or thesis hours, dual enrollment after completing 12 graduate hours in the second degree program, or other student-related issues.

### Graduate Student Information

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First Name

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Last Name

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Middle Name

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EMPL ID #

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Degree Program Name

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Department/Unit Name

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College/School Name

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Type of Exception Requested

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Date this form was completed

### JUSTIFICATION FOR EXCEPTION:

The student and/or unit must provide a detailed justification for this request (attach additional pages if necessary).

**APPROVAL OF EXCEPTION REQUEST:**

The student's major professor/advisor and co-major professor (if applicable), unit head and Academic Dean (or designee) must first approve the exception request. Final approval rests with the Dean of the Graduate School (or designee).

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Major Professor/Advisor	Date
Co-Major Professor (if applicable)	Date
Department Chair/Unit Head	Date
Academic Dean (or designee)	Date

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Please email the Exception Request Form (PDF) to James Beck ([jpbeck@fsu.edu](mailto:jpbeck@fsu.edu)) in The Graduate School.

Graduate School Decision:    Approved        Not Supported/Denied   

Graduate School Comments:

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Dean of The Graduate School (or designee)	Date
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