

REQUEST FOR EXCEPTION

Please submit the attached form to the Registrar's Office to request an exception to the university's published registration deadlines. The Request for Exception should be filed for documented extenuating circumstances *only*. Please retain this coversheet for your records and reference.

The Request for Exception must be submitted either during or immediately following the term in question.

Requests will not be reviewed after one calendar year from the end of the term in question.

For example: requests for Winter 2015 semester will not be accepted after the Winter 2016 semester.

Please refer to Oakland University's important dates at oakland.edu/important-dates.

Only the following circumstances/situations will be reviewed:

- **Student illness:** A letter/note from your physician or medical provider on their letterhead indicating the dates you were seen and general nature of your condition. The letter/note must be signed by your physician or medical provider.
- **Illness of immediate family member:** A letter from your family member's physician or medical provider on their letterhead indicating the dates you were unable to attend class. The note must be signed by the physician or medical provider.
- **Death of immediate family member:** A copy of the death certificate, published obituary or memorial folder. If the student's last name differs, documentation is required to establish immediate family relationship to the deceased.
- **Employment-related circumstances:** A letter from your employer on company letterhead confirming the date and necessity of the job change.
- **Military deployment/reactivation:** A copy of official deployment/reactivation notice. Deployment and reactivation dates must be within the semester you are requesting.
- **Registration error(s)/Non-Attendance:** Relevant supporting documentation (e.g., email or other official correspondence with university personnel about registration intentions or difficulties); documentation evidencing enrollment at another institution precluding student's enrollment at Oakland University (e.g., copy of registration schedule for term in question).
- **University error:** Written confirmation and explanation of error from Oakland University personnel.
- **Crisis situation:** Letter on letterhead of relevant professional (e.g., lawyer or police report, court order, airline ticket, etc.).

All Requests for Exception forms must be accompanied by a typed student explanation of the extenuating circumstances and verifiable documentation. **A Request for Exception filed without supporting documentation will automatically be denied.**

Dissatisfaction with a particular teaching style, lack of knowledge of registration/refund deadlines, and disagreement with refund policies are not appropriate rationales for filing a Request for Exception. Requests for these reasons will be automatically denied. This form may not be used to appeal grades.

Possible financial aid implications: If you are dropping courses/withdrawing during a term for which you have received financial aid (grants, loans, scholarship, graduate assistantships, etc.), you may be required to return all or a portion of the financial aid that has been disbursed and/or applied to your student account. If your request is to add credit hours after the financial aid credit lock date, please note that additional financial aid may not be applied to your account to cover the increased tuition costs. You are responsible for consulting a financial aid adviser prior to submitting this request to determine if there will be any financial implications should your request be granted. Please contact Student Financial Services at 120 North Foundation Hall or (248) 370-2550. **Once a request is granted, it will not be rescinded.**

The Request for Exception is reviewed in the order in which it is received. Submission of this request is NOT a guaranteed approval. Please allow four weeks for processing. While your request is under review, you are required to make tuition payments on schedule. Any authorized refunds will be issued in the manner in which they were paid. Notification of the decision is made in writing to the address provided.

Please complete the attached form and send to:

Office of the Registrar
100 O'Dowd Hall, Rochester, MI 48309
Fax to: (248) 370-3461
Questions? Call (248) 370-3455

**FOR OFFICE
USE ONLY**

Received by _____

Date _____

REQUEST FOR EXCEPTION

Please complete this form with documentation and send to the address listed on the cover page.

STUDENT INFORMATION

Last name _____ First name _____

Golden Grizzly number _____

Address _____

City _____ State _____ ZIP _____

Phone number _____ Email _____

Term of request: Fall 20_____ Winter 20_____ Summer 20_____

Type of request: Tuition refund/Record deletion "W" grade (no tuition refund) Reinstate course(s) Add course(s)

REASON FOR EXCEPTION REQUEST

- Student illness during term Death in immediate family during term Military deployment/reactivation
 University error Illness of immediate family member during term Employment-related circumstances
 Registration error(s)/non-attendance Crisis situation

FOR OFFICE USE ONLY | Date received _____

List all courses associated with this request.

Subject and course number	Course Reference Number (CRN)	Credits	Last attendance date	Drop/withdrawal date

State the request and briefly explain the circumstances. Attach an extra page, if necessary, with documentation.

Are you currently a recipient or have you ever received financial aid (scholarships, grants, loans, graduate assistantship, etc.)?

- Yes No

Possible financial aid implications: If you are dropping courses/withdrawing during a term for which you have received financial aid (grants, loans, scholarship, graduate assistantships, etc.), you may be required to return all or a portion of the financial aid that has been disbursed and/or applied to your student account.

AUTHORIZATION

Student signature _____ Date _____

FOR OFFICE USE ONLY | Approved Denied Authorized by _____
 Date _____ Comments _____

