



Professional and Continuing Education

# REQUEST FOR EXCEPTION

Please submit the attached form to the PACE Office to request an exception to the published PACE policy regarding registration deadlines or procedures and/or payment cancellation. 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 course in question. Requests will not be reviewed after one calendar year from the end of the term in question.**

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.

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 Professional and Continuing Education, attention  
Carrie Sliwinski 440C Pawley Hall, Rochester, MI 48309

Fax to: (248) 370-3090

**Questions? Call (248) 370-3177**

<b>FOR OFFICE USE ONLY</b>	Received by _____
	Date _____



Professional and Continuing Education

# 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 EXEMPTION 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

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 \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_