



# EASTERN KENTUCKY UNIVERSITY

## REQUEST FOR EXCEPTION TO TIME REQUIREMENTS

Name: _____	Date: _____
Address: _____ _____	Phone: _____
Major: _____	Student ID: _____
Date of first class taken: _____	Catalog Yr: _____
Hours Outstanding: _____	Total Hours Completed: _____
Anticipated date of graduation: _____	Current Hours Enrolled: _____
Advisor: _____	Cum GPA: _____

All students are expected to meet the academic requirements outlined in the University Graduate Catalog in the pursuit of their degrees. However, from time to time, extraordinary circumstances justify minor departures from university policy. A student whose program requires 40 or fewer hours is expected to complete all required coursework within 7 years of first enrolling. Programs requiring 41 or more hours must be completed within 10 years of beginning coursework.

**Detailed Justification:** *(What are the extenuating circumstances? – attach additional sheets if necessary)*

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**Plan to complete the degree:** *(What are the steps that will be taken by the student/advisor to make sure student will complete his/her program? – attach additional sheets if necessary)*

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The information above is, to the best of my knowledge, accurate and complete. I understand that the ECU Student Conduct Code applies to this petition.

\_\_\_\_\_  
*Student Signature*
\_\_\_\_\_  
*Date*

	<u>Signature</u>	<u>Date</u>
<b>Advisor:</b> <input type="checkbox"/> Recommend <input type="checkbox"/> Not Recommend	_____	_____
<b>And/Or</b> <b>Department Chair:</b> <input type="checkbox"/> Recommend <input type="checkbox"/> Not Recommend	_____	_____
<b>College Dean:</b> <input type="checkbox"/> Recommend <input type="checkbox"/> Not Recommend	_____	_____

**FOR GRADUATE SCHOOL USE ONLY:**

On \_\_\_\_\_ the Graduate Council met to consider your request for exception to time requirement as described above. After due consideration of all aspects of the case, the Graduate Council voted to  
 \_\_\_ approve  
 \_\_\_ disapprove  
 your request. If you have any questions regarding this decision, please contact the Dean of Graduation Education and Research.

\_\_\_\_\_  
 Dean, Graduate Education & Research)
 \_\_\_\_\_  
(Date)