**Engineering and Design**
**Exception Request Form**

* For a timely response, this form must be completed and submitted to your advisor by the end of the fifth week of the quarter prior to the time at which a decision is required.
* If the request is the result of a grade received in a course the quarter prior to the affected course being taken, the deadline is extended to the end of the first week of classes.

### Instructions: Complete this side of the form, attaching any additional information that you believe is important. Submit/email the completed form to your advisor for completion of the last page. They will then submit the form to the Curriculum Committee which will typically make and announce their decision within two weeks or less.

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **W#**: \_\_\_\_\_\_\_\_\_\_\_\_\_ **WWU E-mail**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Advisor**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Concentration (if any)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Exception Request – Provide a concise description of the exception you are requesting**.
2. **Background – Describe any challenges or circumstances that have led to the need for this exception request, reflecting on your academic performance and any contributing factors**.
3. **Benefits – If approved, how would this exception benefit your academic journey?**
4. **Risks – If approved, what risks would this exception pose to your academic journey? How might those risks be minimized**?

The remainder of this form is to be filled out by ENGD faculty.

**(Optional) Instructor/Advisor Comments – Include details useful to the Curriculum Committee in evaluating this request, such as relevant details from the student’s academic history and/or additional information from instructors of the relevant courses. Put your name in front of your comments and submit the form to the Program Director. Do not give the form back to the student.**

**Program Decision:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reason for Decision**:

**ENGD Curriculum Committee Decision**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_