DIRECTIONS
Please read carefully and sign below.
The Clark School of Engineering takes requests for exceptions to policy very seriously. The committee will consider exceptions to policy only in rare and extraordinary circumstances. The School of Engineering does not make exceptions for poor judgment. Therefore, it is the responsibility of the student to present a persuasive argument that details the rare and extraordinary circumstances surrounding the need for an exception.

1. Students must submit a typed description of the circumstances that led to this request, and a plan for future coursework.
2. Select the reason for your petition that best describes your situation.
3. Supporting documentation from professors, advisors, and/or doctors, is required for all requests. The supporting documentation must include a detailed explanation and be on letterhead or e-mailed to eng_exception@umd.edu. All documentation will be kept confidential.

My signature certifies I have read the information above and understand the requirements of submission.

STUDENT SIGNATURE___________________________________________ DATE___________________

I AM REQUESTING THE FOLLOWING EXCEPTION TO POLICY

☐ FALL ☐ SPRING ☐ WINTER ☐ SUMMER ☐ YEAR 20

☐ Enroll for more than (18) credits (spring & fall) (8) credits (summer) (4) credits (winter)

List proposed registration with all courses and the total number of credits that will take you over (18, 8, or 4) credits. (GPA must be 3.00 or higher)

☐ Repeat Policy: Enroll in a course for a third time

For any course in which a grade is given, only two attempts are permitted. Include, in your statement of justification, a strategy for passing and a graduation plan indicating repeat credits and how it will impact benchmarks. www.eng.umd.edu/advising/advising_degree-plan.html

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Previous attempts-semesters</th>
<th>Previous grades</th>
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☐ Repeat Policy: Exceed the 18 repeat credit limit

You are limited to 18 total credits of repeated course work at UMCP. Include, in your statement of justification, a strategy for passing and a graduation plan indicating the number of repeat credits needed and how it will impact benchmarks. www.eng.umd.edu/advising/advising_degree-plan.html

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<tr>
<th>Course</th>
<th>Current repeat credits used (includes current registration)</th>
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Form continues on the next page
Register for a time conflict
List both courses, section numbers, and include official support from the instructor of the class you would be missing. Official support must be sent to eng_exception@umd.edu for the petition to be reviewed.

Course          Section          Course          Section

Late add of a course
This is considered only with adequate justification and instructor approval; therefore you must first obtain the permission of the course instructor. Even with instructor approval, there is no guarantee of this request being approved. Official support needs to be on departmental letterhead OR e-mailed by the professor to eng_exception@umd.edu. NOTE: Some courses may be restricted, by-permission-only, or over-subscription. Include in your statement of justification the extenuating circumstances leading to your request for this exception.

Course          Section

Late drop of a course
This is a request to withdraw from a course after the last day to drop with a “W.” NOTE: If you are receiving financial aid, live on campus, are an international student or an athlete, dropping below 12 credits may affect your financial aid status, housing for the following semester, visa status, athletic eligibility, and/or health insurance. Check with the appropriate office before taking this action. Include in your statement of justification the extenuating circumstances leading to your request for this exception.

Course          Section          Last date of course attendance

Drop more than four credits
Please ask your instructor to submit detailed documentation of your attendance and any grades (tests, quizzes, homework, etc.) for each course to eng_exception@umd.edu. NOTE: If you are receiving financial aid, live on campus, are an international student or an athlete, dropping below 12 credits may affect your financial aid status, housing for the following semester, visa status, athletic eligibility, and/or health insurance. Check with the appropriate office before taking this action. Include in your statement of justification the extenuating circumstances leading to your request for this exception.

Course          Section          Last date of course attendance

Permission to take a course at another institution within the last 30 credits (Residency Rule)
All students should plan to take their final 30 credits at the University of Maryland. Be sure to include a completed Permission to Enroll Form (PTE) http://www.eng.umd.edu/advising/forms along with the Petition for an Exception to Policy Form.

Permission to take a course at another institution (New Transfer Student or Retroactive Permission)

Other

   Describe the need for an exception (must be typed) on a separate piece of paper.
   Include in your statement of justification the extenuating circumstances leading to your request for this exception.

DON'T FORGET TO ATTACH A TYPED STATEMENT AND SUPPORTING DOCUMENTATION.  
BE SURE TO SIGN AND DATE 1st PAGE OF THIS FORM AND TURN IT IN AT 1131S GLENN L. MARTIN HALL.  
PLEASE DO NOT SEND EXCEPTION(S) TO THE ABOVE E-MAIL.  
A note will be placed in Degree Navigator once a decision has been made.

DECISION: FOR UA&AS OFFICE ONLY

   APPROVED  APPROVED W/CONDITION  DENIED  PENDING

Associate Dean's Office: ___________________________ Date: ___________________________