

Guidelines:

A student seeking an exception to a University or Elliott School policy due to extenuating circumstances must submit a **Policy Exception Request**.

A policy exception request must be accompanied by **documentation** of extenuating circumstances. Documentation will be considered, but it does not solely determine the outcome of the request. Missing or incomplete documentation will result in a longer processing time.

Faculty support, if requested by the Elliott School, will be considered, but does not solely determine the outcome of the request.

Policy exception requests take **7-10 business days to process**. Requests that require consultation with other offices (e.g., Student Accounts, The Office of the Registrar, etc.) may take longer. Students are notified of policy exception decisions via e-mail by their academic advisor.

Students should not assume that policy exception requests will be approved. Until a student receives written confirmation that an exception has been approved, the student should operate under the assumption that it will be denied.

Requests involving medical issues:

Requests involving **physical health** must be accompanied by documentation from a medical professional. Such documentation will be considered, but it does not solely determine the outcome of the request.

Requests involving **mental health** must have the support of the GW Student Health Center, Mental Health Services. Support of Mental Health Services will be considered, but it does not solely determine the outcome of the request.

The following request will not be considered:

Requests for exceptions to University and School policy on the basis of **not knowing the policy**. *Students can access important policy information through the GW Bulletin, the Elliott School website, or by contacting their academic advisors.*

Submission requirements and instructions:

1. Fill out the form in its entirety.
2. If you are providing any additional documentation to support your case, **please combine the various documents and the Policy Exception Request Form into one PDF**. You can combine multiple PDF using Adobe Acrobat, which is available to all students free of charge (<https://it.gwu.edu/adobe-creative-cloud>).
3. Please ensure that you submit your PDF with all of the information titled: LastName_FirstName_SEMESTER_CODE_PER.pdf (Ex. Washington_George_202201_PER).
4. Please submit the form here: <https://gwu.app.box.com/f/5e622926e64c4037aafbb90f7630c05d>. We are not accepting forms via email or in-person.

I have read the above guidelines of the policy exception request process.

Policy Exception Request Form

Name: _____ GWid: _____

GW Email: _____@gwmail.gwu.edu Phone: _____

Policy Exception Request Information

I hereby request the following exception to University or Elliott School policy: *(State your request and list the policy affecting your request. Please use complete sentences. Use a separate sheet if additional space is necessary.)*

Reason(s): *(Explain why you feel an exception to policy is warranted. Please use complete sentences. Use a separate sheet if additional space is needed.)*

Attached supporting documentation (combine all documentation into one PDF)?

Yes No

*If you are providing any additional documentation to support your case, **please combine the various documents and the Policy Exception Request Form into one PDF.** You can combine multiple PDF using Adobe Acrobat, which is available to all students free of charge (<https://it.gwu.edu/adobe-creative-cloud>).*

Student Signature

Date

Office Use Only

APPROVED	DENIED
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Authorized Signature

Date

Comments: