ANDERSON UNIVERSITY

Enrollment Exception Approval Form

This form is to be used ONLY for the enrollment exception reasons below. All other registrations should be done within Workday. **For exception reasons #1-4, forms will not be accepted after the add period ends for each respective semester/term." Enrollment for exception reason #5 may or may not be approved. Students are responsible for any charges incurred by adding courses.** Carefully read the options below and complete the appropriate section. Begin the process with your advisor. For exception reasons #1-4, submit the completed form to the administrative assistant of your college/school. For exception reason #5, submit the form to the **Office of the Registrar.**
A separate form must be used for each course enrollment exception.

Student Information (Please Print)

Last Name	First Name	Middle Initial

Semester/Year (choose one):   **Fall 20_____   Spring 20_____   Summer 20_____**

Enrollment Exceptions

Reasons for Exception:
All signatures are required for each exception reason below.

Reason for Exception #1: Time Conflict (must obtain permission from all faculty involved) - **Instructor Signatures ONLY Required**

Course Prefix	Course Number	Section	Instructor Signature	Instructor Signature

Reason for Exception #2: Override Course Capacity - **Instructor and Dean of the College/School of the Course Signature Required**

Course Prefix	Course Number	Section	Instructor Signature	Dean Signature

Reason for Exception #3: Traditional student seeking enrollment in Post-Traditional course—**Academic Advisor and Dean of the College/School of the Course Signature ONLY Required**

Course Prefix	Course Number	Section	Academic Advisor Signature	Dean Signature

Reason for Exception #4: Hour overload— **19-21 credit hours requires a minimum cumulative 3.0 GPA, and Dean and Advisor Signature; 22+ hours requires a minimum cumulative 3.5 GPA, and Office of the Provost and Academic Advisor Signature (an advising waiver may also be required).**

Course Prefix	Course Number	Section	Academic Advisor Signature	Dean Signature	Office of the Provost Approval

Reason for Exception #5: Policy Appeal—Add after Add/Drop Period— **Advisor Signature, Instructor Signature, Registrar Signature, and Office of the Provost Approval**

Course Prefix	Course Number	Section	Academic Advisor Signature	Instructor Signature	Registrar Signature	Office of the Provost Approval

Student Signature:_____ **Date:**_____

Office Use ONLY

Date processed:	Processed by: