ANDERSON UNIVERSITY

Enrollment Exception Approval Form

- This form is to be used **only** for the enrollment exception reasons below, usually for Seniors needing a graduation requirement. Carefully read the options below and complete the appropriate section(s). Begin the process with your advisor. All other registrations should be done within Workday.
- **Requests for enrollment exceptions for any reason below may or may not be approved, depending on the rational and other circumstances.**
- For exception reasons #1-4, forms will **not** be accepted after the add period ends for each respective semester/term.
- Students are responsible for any charges incurred by adding courses.
- 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**.

- **All signatures are required, <u>in order</u>, for each exception reason below. Approval at the first level does not guarantee final approval at all levels.**

Student Info: name: [last name | first name | middle initial] current GPA: [ ]

Course Info: year offered: [ ] period: [ ] (Fall / Spring / Summer) term: [ ] (Semester / 7A / 7B)

Enrollment Exception Info:

Please provide a brief rationale for the enrollment exception request(s) below.

[ ]

#1: Time Conflict – Only for use when two graduation requirements conflict, with no other sections offered.
Students must discuss with both instructors how the overlapping time will be managed and obtain permission/**signatures from both instructors**.

Course Prefix	Course #	Section	1. Instructor Signature	2. Instructor Signature	3. Academic Advisor Signature

#2: Override Course Capacity – The Advisor's signature verifies that the student (**normally with Sr. standing**) can meet graduation requirements **only** by enrolling in this course/section. This form is not to be used for preferences in times, instructors, or courses when other registration options are available. Students already enrolled in another section of the course should use the **waitlist in Workday.**

Course Prefix	Course #	Section	1. Instructor Signature	2. Academic Advisor Signature	3. Chair or Dean Signature **where course is offered**

#3: Traditional student seeking enrollment in Post-Traditional course

Course Prefix	Course #	Section	1. Academic Advisor Signature	2. Dean Signature **where course is offered**

#4: Hour overload
19-21 cr. hrs. Requires a min. cumulative **3.0 GPA**

Course Prefix	Course #	Section	1. Academic Advisor Signature *	2. Student's Dean Signature **where student is enrolled**

22+ cr. hrs. Requires a min. cumulative **3.5 GPA**

Course Prefix	Course #	Section	1. Academic Advisor Signature *	2. Student's Dean Signature	3. Associate Provost Signature (**send form to: mbutler@andersonuniversity.edu**)

* (An **advising release waiver** may also be required).

#5: Add after Add/Drop Period (Required Signatures)

Course Prefix	Course #	Section	1. Advisor Signature	2. Instructor Signature	3. Associate Provost Signature (**send form to: mbutler@andersonuniversity.edu**)	4. Registrar Signature

Student Signature: _____ **Date:** _____

<u>For office use only:</u>
Processed by: _____ **Date:** _____ rev 03/23/2026

<u>NOTE:</u> If completing electronically, students must turn in this form using their Anderson University email account.