

## REQUEST FOR A POLICY EXCEPTION

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### Guidelines

A student seeking an exception to a University or School of Business 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.

Students who have documentation that cannot be sent via email should mail such documentation, along with a note referencing this request, to the attention of the student's academic advisor in the MS in Project Management program, The George Washington University School of Business, Fungler Hall, Suite 415, 2201 G Street, NW, Washington, DC 20052.

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

Policy exception requests take **five to ten 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.

### **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 (i.e., the student should continue to attend class, submit assignments, consider alternatives, etc.).*

### **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 University Counseling Center (UCC). Support of the UCC will be considered, but it does not solely determine the outcome of the request.

### **The following requests 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 School of Business web site, the MSPM Student Handbook, or by contacting their academic advisor.*

Requests to withdraw from a course after the MSPM program deadlines on the basis of **poor academic performance**.



### POLICY EXCEPTION REQUEST FORM

Name: \_\_\_\_\_

GWID: \_\_\_\_\_

GW Email: \_\_\_\_\_@gwmil.gwu.edu

#### Policy Exception Request Information

I hereby request the following exception to University or School of Business policy:

*(State your request and list the policy affecting your request. Please use complete sentences. Use a separate sheet if additional space is needed.)*

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.)*

Documentation is:  attached.

*(Check one)*

forthcoming.

#### Student Signature (Required)

Student Signature: \_\_\_\_\_

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

#### Office Use Only

Authorized Signature: \_\_\_\_\_

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

Approved

Denied

Comments: