ROOSEVELT UNIVERSITY

Office of the Registrar
Chicago Campus, Wabash Building 1M14/ Schaumburg Campus Room 125
registrar@roosevelt.edu

Exception Request to the Residency Requirement – Final 30-hour Rule

Students must take a minimum of their last 30 credit hours at Roosevelt University. A student may complete this form to request permission to take a course at another institution during the final 30-hours of degree completion. Exceptions will be made only for viable reasons.

Student Name	Student ID #	Term Year
		___Fall _____ ___Spring _____ ___Summer _____

Explain why permission is being requested. Exceptions will made only for viable reasons; note cost alone is not typically considered a legitimate reasons.

External School	Course Prefix & Number	Course title	SH

Required Signatures of Approval:

Advisor Signature	Print Name	Date (mm/dd/yyyy)

Department Chair Signature	Print Name	Date (mm/dd/yyyy)

College Dean/Dean's Designee Signature	Print Name	Date (mm/dd/yyyy)

Vice Provost for Faculty & Academic Administration Signature	Date (mm/dd/yyyy)

This exception form is required to be on file in the Office of the Registrar prior to the addition of the transfer credit to a student's academic record and to the application of the credit toward graduation.

FOR OFFICE USE ONLY: *Date received by the Office of the Registrar _____   Initials of Recipient _____*

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