

Oakland University – Request for Exception to Enrollment Policy

See reverse side for required documentation.

Name: _____ Student Number: **G00**–_____

Please print: LAST NAME, First Name, Middle Initial

Address: _____
Number / Street / Apt. # City/State Zip

Email: _____ Cell phone: _____

Home phone: _____ Work phone: _____

During the semester in question, were you a financial aid recipient? No Yes If you are a financial aid recipient and this request is approved; you may be required to repay funds received for the applicable academic year. Please direct financial aid questions to: **Office of Financial Aid, 120 North Foundation Hall, (248) 370-2550**

REASON FOR EXCEPTION REQUEST – Check all applicable boxes.

- | | | |
|--|---|--|
| <input type="checkbox"/> Advising error | <input type="checkbox"/> Instructional difficulties | <input type="checkbox"/> Nonattendance |
| <input type="checkbox"/> Crisis situation | <input type="checkbox"/> Job conflict | <input type="checkbox"/> Registration problems |
| <input type="checkbox"/> Death in immediate family | <input type="checkbox"/> Medical condition | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Financial problems | <input type="checkbox"/> Military duty | |

TERM OF REQUEST

- | | |
|---------------------------------|--------|
| <input type="checkbox"/> Fall | 20____ |
| <input type="checkbox"/> Winter | 20____ |
| <input type="checkbox"/> Spring | 20____ |
| <input type="checkbox"/> Summer | 20____ |

TYPE OF REQUEST – Check all applicable boxes.

- | | | |
|----------------------------------|-------------------------------------|--|
| Change registration: | <input type="checkbox"/> Withdrawal | <input type="checkbox"/> Drop and/or add classes |
| Refund or cancel charges: | <input type="checkbox"/> Tuition | <input type="checkbox"/> Late Registration Fee |

Office use: Date received
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List all courses associated with this request.

Subject & Course #	Course Reference # (CRN)	Credits	Last Attendance Date	Date of Drop/Add Form

State the request and briefly explain the circumstances. (Attach an extra page, if necessary, with documentation.)

Student Signature: _____ Date: _____

Return this form with documentation to:

MoNique K. Price
Office of the Registrar
 101A O’Dowd Hall
 Oakland University
 Rochester, MI 48309-4490

Fax: (248) 370-3461
Phone: (248) 370-3455

<u>FOR OFFICE USE ONLY</u>		Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Authorized by: _____		Date: _____	
Comments:			

GUIDELINES: Request for Exception to Enrollment Policy

A student should submit this form to the Registrar's Office to request an exception to published university policy regarding registration deadlines or procedures and/or tuition cancellation. A petitioner must provide a detailed explanation and supporting documentation. Documentation should be on professional stationery or forms including the following: the student's name, the date(s) and nature of circumstances, and the signature, address, and telephone number of the person providing the information.

Requests for Exception to Enrollment Policy should be submitted during or immediately following the term in question. **Exception requests will not be reviewed after one calendar year from the end of the term in question.**

While an exception request is under review, the student is advised to make tuition payments on schedule. Any authorized refunds will be issued in the manner in which they were paid, i.e. sent as a refund check or refunded to the original credit card.

**PLEASE ALLOW TWO TO FOUR WEEKS FOR PROCESSING.
NOTIFICATION OF AN APPROVAL/DENIAL IS SENT VIA THE U.S. MAIL**

Reason for Request	Supporting Documentation Required
Advising error 1. Oakland University 2. Guest student's home institution	Academic advisor's written confirmation and explanation of advising error.
Crisis situation	Letter on letterhead from employer or from legal, medical, or other relevant professional. Police report, court order, visa, airline ticket, or other relevant documents.
Death of immediate family member*	Dated copy of death certificate, published obituary, or memorial folder. (If student's last name differs, documentation required that establishes immediate family relationship to the deceased).
Financial problems	Documentation of university error directly causing the financial problem Please note: Financial exceptions are rarely approved, unless there are special circumstances; students are responsible for managing personal finances.
Instructional difficulties	Recommendation by department chair or dean
Job conflict	Employer's letter on letterhead confirming date and necessity of job changes Please note: Job exceptions are rarely approved, unless there are special circumstances; students are responsible for management of personal scheduling that may impact educational commitments.
Medical condition (student or immediate family member* only) 1. Life-threatening illness or injury 2. Serious preexistent medical condition 3. Hospitalization 4. Medical incapacitation	Doctor's letter on letterhead verifying nature of condition and dates of treatment.
Military duty	Copy of official orders to report for active duty.
Non-attendance	Evidence of occupation or enrollment precluding student's enrollment in classes at Oakland University.
Other reason	Relevant official documentation.
Registration problems	Relevant supporting documentation, e.g. email or other correspondence with university personnel about registration intentions or difficulties.

* Please note: *Immediate family* is defined as father, mother, brother, sister, husband, wife, domestic partner, son, or daughter.