

## 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
☐ Check box if you are studying abroa (If studying abroad, the only required		is the Study Abroad advisor's signature).
Explain why permission is being requeste considered a legitimate reasons.	ed. Exceptions will made	only for viable reasons; note cost alone is not typically
Evternal School	Course Drafiy 9	Course title SH
External School	Course Prefix & Number	Course title SH
Required Signatures of Approval:		,
Advisor Signature/Study Abroad Advisor Print Name (This is the only required signature for students that are studying abroad for the semester).		` ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' '
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Department Chair Signature	Print Nar	ne Date (mm/dd/yyyy)
College Dean/Dean's Designee Signature	e Print Nar	ne Date (mm/dd/yyyy)
Vice Provost for Faculty & Academic Administration Signature		Date (mm/dd/yyyy)
This exception form is required to be on to a student's academic record and to t		e Registrar prior to the addition of the transfer cred dit toward graduation.
FOR OFFICE USE ONLY: Date received by the	e Office of the Registrar	Initials of Recipient