



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 excluding the number hours in the exception request. 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 abroad for the term.  
 (If studying abroad, the only required signature for this form is the Study Abroad advisor's signature).

Explain why permission is being requested. Exceptions will be 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:**

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Advisor Signature/Study Abroad Advisor Print Name Date (mm/dd/yyyy)  
 (This is the only required signature for students that are studying abroad for the semester).

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

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

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Vice Provost for Academic Affairs 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 \_\_\_\_\_