**request for exception to School academic policy**

LOYOLA UNIVERSITY CHICAGO THE SCHOOL OF SOCIAL WORK

**Instructions:** This form is to be completed by any student requesting an exception to a School of Social Work academic policy. After consulting your advisor, the form should be submitted tothe[**Assistant Dean of MSW Programs**](https://www.luc.edu/socialwork/student-support/forms/)for review**.** Submitting a request does not guarantee an approval.

**Important note for international students:** You must **also** receive authorization from the Office of International Programs if you are requesting an extension; you can reach this office at (773) 508-3899 or [iss@luc.edu](mailto:iss@luc.edu).

**I*. Student Request for Exception***

Name:      

LUC ID:

E-mail:

Semester/Year Entered Program:

Name of Advisor:

**Exception requested:**

If other, please explain:

**Provide a short explanation of the reason for the request and any special circumstances that are relevant (if requesting a time extension MSW students should submit a plan indicating how they will complete the program in 5 years.)**

Student Signature (please type) Date

***II. Recommendation Assistant Dean***

**Signature Assistant Dean of MSW Programs**  Date