



Graduate School Request for Exception (RFE) form

Procedures for requesting an exception to a Graduate School policy or rule; Student:

1. **Download this form before completing.** Complete Section I of this request form.
2. Submit this form *to your program* for their review, decision AND justification for their decision.
3. Return the completed form, with any attachments, to the Graduate School via a **UWM email address** to: gradschool-staff@uwm.edu; or mail to: UWM Graduate School, P.O. Box 340, Milwaukee, WI 53201-0340. For questions, call (414) 229-6569.
4. The Graduate School makes the final decision on your request. We will return a copy of this form, via email, with a decision (Part III) in approximately **four** weeks.

I. COMPLETED by the STUDENT

Last name	First name	Middle Initial
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Email Address	Student ID Number	Student's Advisor
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Program: _____

- Exception you are requesting:

Semester/Year: _____ / _____

Your current status: Non-degree Certificate Master's Doctoral Dissertator

Are you a fellowship recipient: No Advanced Opportunities Program (AOP)

Distinguished Graduate Student Fellowship (DGSF) Distinguished Dissertation Fellowship (DDF)

JUSTIFICATION FOR EXCEPTION: You must supply evidence of extenuating circumstances to support your request for an exception. Attach any additional sheets and supporting documentation (letters, medical documentation, etc.) as needed.

Student Signature*	Date	Student Phone Number
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*Please note: We do accept signatures electronically via a **uwm.edu email address** saying "I approve" or "I do not approve" in lieu of a physical signature. Fill out entire form, type your name on the Signature line, and email the form along with the statement "I approve this form" **or** "I Do Not approve this form" in your email to: gradschool-staff@uwm.edu. 1

II. TO BE COMPLETED BY PROGRAM:

Approved

Modified

Not Approved

Each request for an exception must include a written response by the program representative and faculty/staff committee, instructor, or advisor as appropriate, responding to each issue raised by the student and stating the rationale for the program's recommendation. How does this response fulfill the spirit of the rule?

Supporting Signature (Advisor or Instructor as appropriate)

Date

Graduate Program Representative Signature (Required)

Date

III. GRADUATE SCHOOL DECISION

Approved

Modified

Not Approved

No Action – Resubmit request based on remarks. This is NOT an approved request.

REMARKS:

Graduate School Signature

Date

Transcript Entry

Forms Processed

Initial/Date: _____