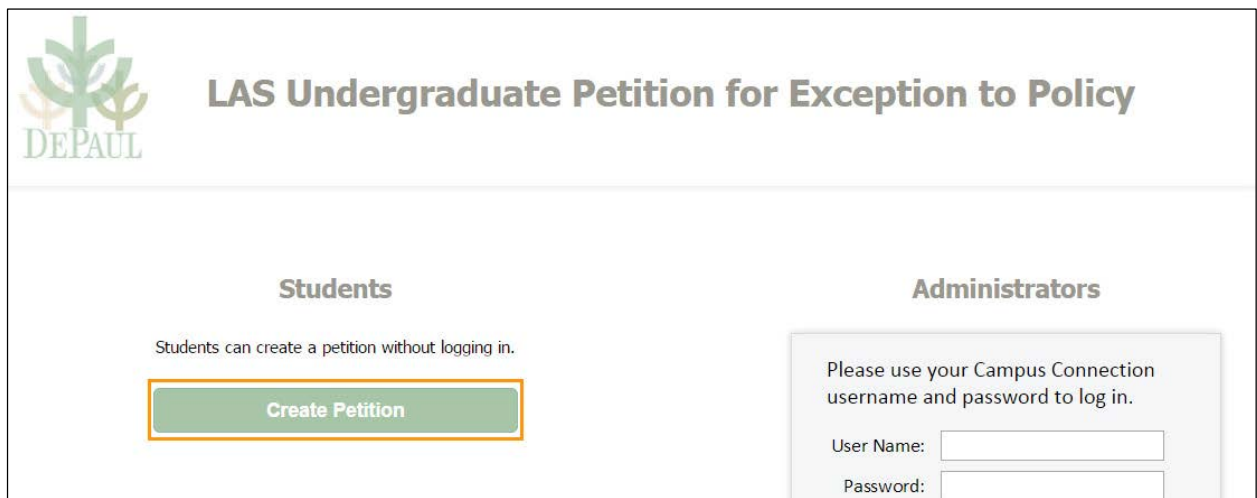# LAS Undergraduate Petition for Exception to Policy

Undergraduate students in Liberal Arts and Social Sciences have the option of requesting an exception to undergraduate academic policy by creating a petition in the LAS Undergraduate Petition for Exception to Policy application. Students should consult with their assigned academic department faculty/staff advisor or an Undergraduate College Office academic advisor before submitting a request.

Alternatively, administrators can create a petition on the student's behalf.

To submit a petition for exception to policy, perform the following steps:
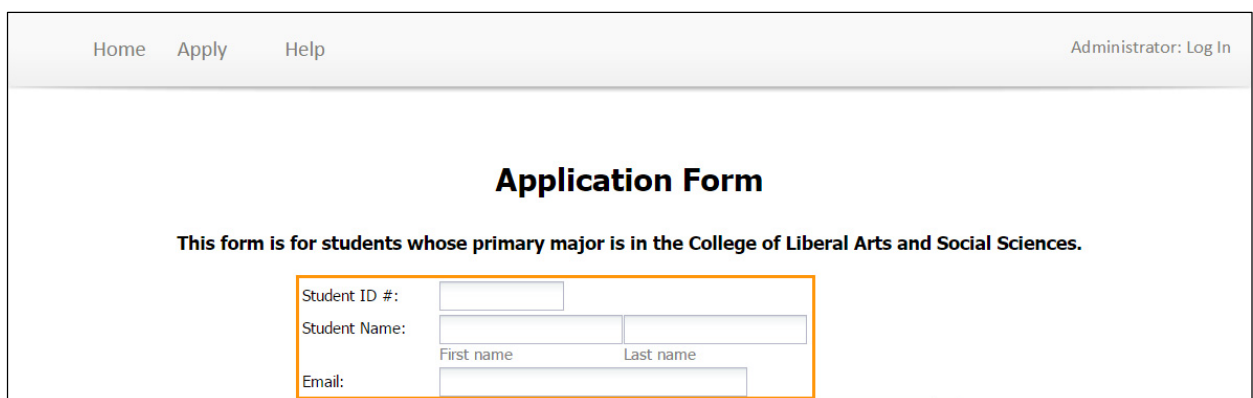
1. Click the following link to access the LAS Undergraduate Petition for Exception to Policy application form. This form is for students whose primary major is in the College of Liberal Arts and Social Sciences (LAS). https://lascollege.depaul.edu/PetitionException

2. Click the **Create Petition** button to open the application form.

3. The **Application Form** is displayed. Enter the appropriate information in the following fields.
   - **Student ID**
   - **Student Name**
   - **Email**

4. Select your primary major from the **Primary Major** drop-down list.

Application Form

This form is for students whose primary major is in the College of Liberal Arts and Social Sciences.

Student ID #:   1234567

Student Name: Alan   Bean
                  First name   Last name

Email: ABEAN@MAIL.DEPAUL.EDU

Primary Major:

Secondary Major:
                  BA- Economics Honors|
Minor One: BA- Economics Honors- 5 year|
                  BA-African & Black Diaspora St|
Minor Two: BA-American Studies Program|
                  BA-American Studies Program|Compar. Race & Ethnic Studies
Exception Type: BA-American Studies Program|Material Culture & Built Envir
                  BA-American Studies Program|Politics, Institutions&Values
Brief explanation o BA-American Studies Program|Popular Culture & Media Studie
  Please state your   BA-American Studies Program|Social & Literary Movements
  and attach suppo   BA-Anthropology|
                      BA-Arabic Studies|
                      BA-Art, Media, and Design|
— Upload supporting   BA-Art, Media, and Design|Art and Design
  Disclaimer - Indivi BA-Art, Media, and Design|Art History
  Document 1:
  Document 2:   docx or pdf only   Browse...

5. If you have a secondory major or any minors, complete the following fields:
   - Secondary Major
   - Minor One
   - Minor Two

   Note: These three fields are optional.

Primary Major: BA-American Studies Program|Compar. Race & Ethnic Studies   x ˅

Secondary Major: ˅

Minor One: ˅

Minor Two: ˅

Exception Type: ˅ ⓘ

Brief explanation of request:

6. Select an exception type for your petition from the **Exception Type** drop-down list.

Exception Type: ˅ ⓘ

Brief explanation of   Senior Residency Waiver
  Please state your r LSP Courses
  attach supporting d Modern Languages Requirement
                       Other

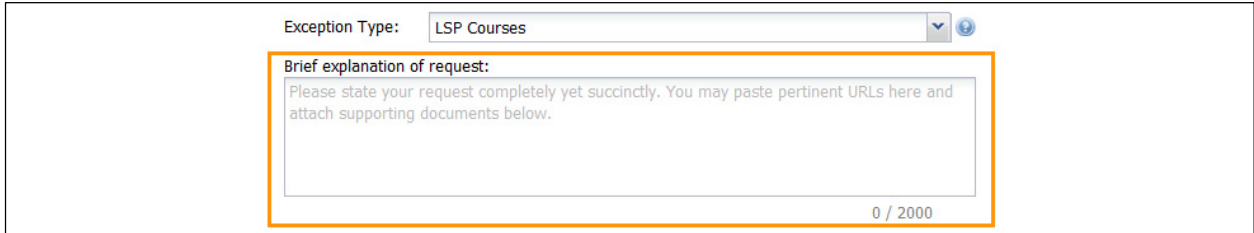   0 / 2000

— Upload supporting documents (Optional)
  Disclaimer - Individual file size cannot exceed 10MB

Note: To see a description of each exception type, click the **Question Mark** icon.

7. Provide a brief reason for requesting an exception to a policy. Remember that you can type or copy/paste a maximum of 2000 characters, therefore the explanation should be concise yet complete.
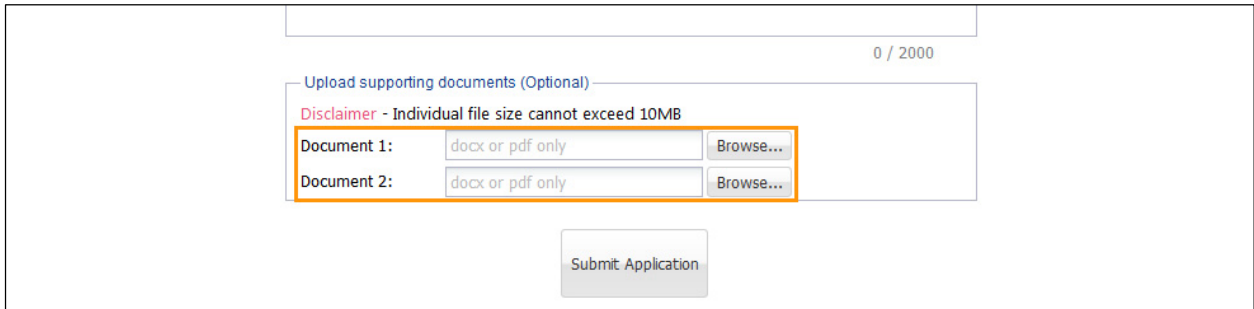
Exception Type:	LSP Courses	∨

Brief explanation of request:

Please state your request completely yet succinctly. You may paste pertinent URLs here and attach supporting documents below.

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8. If you have any supporting documents that can help justify your request for an exception to policy, upload them in the **Document 1** and **Document 2** fields under the **Upload supporting documents (Optional)** section.

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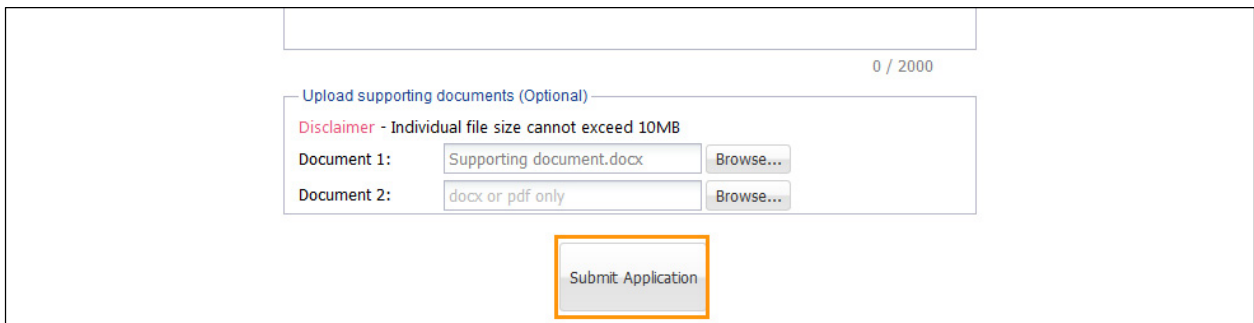
Upload supporting documents (Optional)

Disclaimer - Individual file size cannot exceed 10MB

Document 1:	docx or pdf only	Browse...
Document 2:	docx or pdf only	Browse...

Submit Application

9. Click the **Submit Application** button to submit the request.

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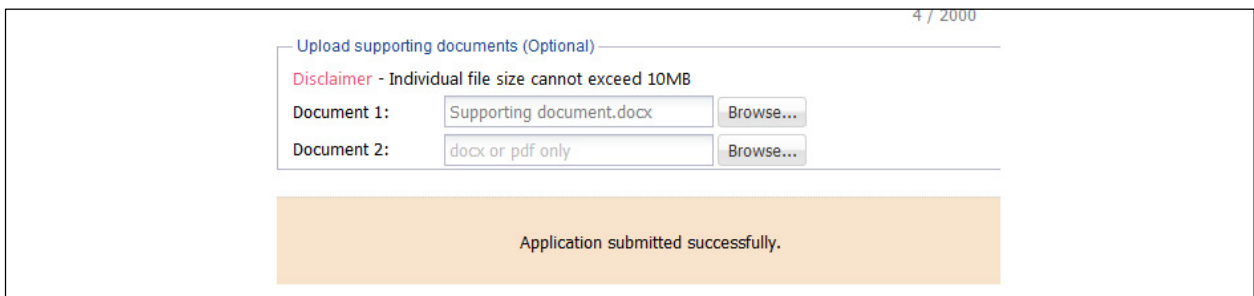
Upload supporting documents (Optional)

Disclaimer - Individual file size cannot exceed 10MB

Document 1:	Supporting document.docx	Browse...
Document 2:	docx or pdf only	Browse...

Submit Application

10. Once the application is submitted, an email will be sent to LASAssociateDean@depaul.edu notifying administrators that a new request has been submitted and awaits review. You will be notified via email when your request is approved or denied.

4 / 2000

Upload supporting documents (Optional)

Disclaimer - Individual file size cannot exceed 10MB

Document 1:	Supporting document.docx	Browse...
Document 2:	docx or pdf only	Browse...

Application submitted successfully.