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](image1)

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

**Note:** These three fields are optional.

![Application Form](image2)

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

![Application Form](image3)
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.

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.

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

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.