

1. Guidelines for the student to follow:

1. Special Academic Actions are requests by students who wish an exception to an academic policy or requirement. The student must specify the request clearly and concisely on this form and obtain the required signatures.
2. The Registrar will check the BVU policies and procedures and submit the action to the academic dean.
3. The academic dean will review the policies and procedures and render the decision. The Registrar will record the action and issue a copy of the action to the student. The response will be sent to the student's BVU mailbox.

2.

| | | | | |
|--------------|------------------------------|--------|-------------------------|------|
| Name (print) | First | Middle | Last | Date |
| BVU ID# | Class | Box # | Daytime Phone Number | |
| Major(s) | Minor(s) or Concentration(s) | | Secondary Certification | |

3. Clearly state your request and include the rationale and/or justification for your request:

Request: _____

Rationale: _____

4. The following signatures are required:

| | | |
|---|--|------|
| 1. Student | Recommendation | Date |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 2. Instructor (when applicable) | | Date |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 3. Advisor | | Date |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 4. Dean of School | | Date |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 5. Dean of 2 nd School (when applicable) | | Date |

Return to the Registrar's Office

6. Academic Dean/Associate Dean **Approved** **Denied** _____ Date

Comments:
