



CABRINI
UNIVERSITY

ACADEMIC EXCEPTION REQUEST FORM 2023-2024

NOTE: This form may only be submitted by Faculty, Chairs or Deans through their Cabrini email account.

Name: _____ Student ID: _____

Major: _____

Faculty/Staff Member Submitting Request: _____

Undergraduate

Core Requirement

Graduate

Major Requirement

Substitution Approval: only for courses outside academic department. Chairs may approve course substitutions within their subject areas and should notify the Registrar's Office directly.

Subject/ Course #: _____

For Requirement: _____

Waiver Approval: please indicate reason why another course couldn't be substituted.

Requirement: _____

Reason: _____

(NOTE: 123 total credits are still required for undergraduates and 30+ for graduates)

Waiver of 45-credit (undergraduate) or 24-credit (graduate) residency requirement

Reason: _____

Other

Description: _____

Reason: _____

APPROVALS

Please either digitally sign below or include your written approval in the email when you forward this form to registrar@cabrini.edu. **This form may only be submitted by Faculty, Chairs or Deans through their Cabrini email account.**

| | | |
|-------------------------|-------------------------------------------------|-------------|
| All Requests | Academic Advisor _____ | Date: _____ |
| Major Exception Request | Department Chair: _____ | Date: _____ |
| All Requests | Asst. Dean Center for Student Success: _____ | Date: _____ |