



Per Ohio State Faculty Rules, graduating students must be enrolled in the college or the school (HRS) from which they will receive their degree. The HRS Director of Academic Affairs may, on petition by the student, waive this requirement. Each student’s reasoning for the exception is weighed against university policy. This form should not be completed if a student is completing a course that is not required for graduation from their undergraduate degree or certificate program. For your petition to be considered the following documents must be included:

- A personal statement describing why you warrant an exception (maximum of one page)
- Completion of the Student Information and if applicable, the Transfer Course Work portion of this form

The form and statement must be returned to HRSGradApp@osumc.edu before the start of the semester/term of expected graduation.

Student Information				
Name (First, Middle, Last)			Student ID#	
Ohio State Email Address			HRS Major	
<input type="checkbox"/> I request an exception to the following University requirement(s)				
Student Signature			Date	
Transfer Coursework-if applicable				
Students are responsible for listing the remaining Ohio State course(s) required for graduation, the originating institution where the student intends to complete the course(s), and a listing of equivalent transfer course(s) the student will be transferring to Ohio State to meet those requirements. Once submitted, Ohio State will verify the course(s) listed and contact the student if there are discrepancies.				
Ohio State Required Course & Credit Hours	Degree Requirement <small>(Major, GE, Minor, Certificate)</small>	Originating Institution Name	Course Name & Credit Hours	Name of Approving HRS Academic Advisor
Director Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Tabled Signature/Date	Director Comments:		Advisor Action: <input type="checkbox"/> Notify the student of the decision <input type="checkbox"/> Add the student to list <input type="checkbox"/> Add pending transfer credit service indicator in SIS Signature/Date	