



**CAL POLY**

# EXCEPTIONAL CONSIDERATION PETITION

Music Department • music@calpoly.edu • 805-756-2406

*The purpose of this form is to petition for exceptional consideration to a standing Music Department policy/procedure.  
Read the **Exceptional Consideration Policy and Procedures** on the next page before completing this form.*

Today's Date \_\_\_\_\_

Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_

Student's Advocate \_\_\_\_\_ Advocate Signature \_\_\_\_\_

*Advocate must be a full-time faculty member*

**The following must be completed. Provide an additional page if needed.**

1. Reason Exception Requested:
  
  
  
  
  
  
  
  
  
  
2. Rationale:
  
  
  
  
  
  
  
  
  
  
3. Exceptional Circumstances to be Considered:
  
  
  
  
  
  
  
  
  
  
4. Additional documentation to be considered, if applicable:

List Additional Parties Contacted:

1. \_\_\_\_\_ Date \_\_\_\_\_

2. \_\_\_\_\_ Date \_\_\_\_\_

3. \_\_\_\_\_ Date \_\_\_\_\_

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Department Chair Comments:

Department Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

Exception Granted: ☐ YES ☐ NO

Copy to: 1) each person whose name appears on this form, 2) Student Permanent File

## **EXCEPTIONAL CONSIDERATION POLICY AND PROCEDURES**

Any student may request that an exception be made to Music Department standing policies and procedures provided that clearly documented exceptional conditions are provided by the student and the student's advocate as outlined in the "Exceptional Consideration Petition" form.

It is the student's responsibility to begin the process by finding a faculty advocate — who must be a full-time faculty member — who supports the merits of the student's petition and who is willing to speak on the student's behalf. Students must understand that no faculty member is required to serve as an advocate, and it is possible that NO faculty member will agree to serve. In such a situation, the "Exceptional Consideration Petition" may not be submitted. If and once the student finds an advocate, the student fills out the information above the bold line and submits the form to the Department Chair.

If the Department Chair determines that consideration is warranted, (s)he will contact all parties impacted by the request, the advisor of the student, and other appropriate parties to help determine the final result.