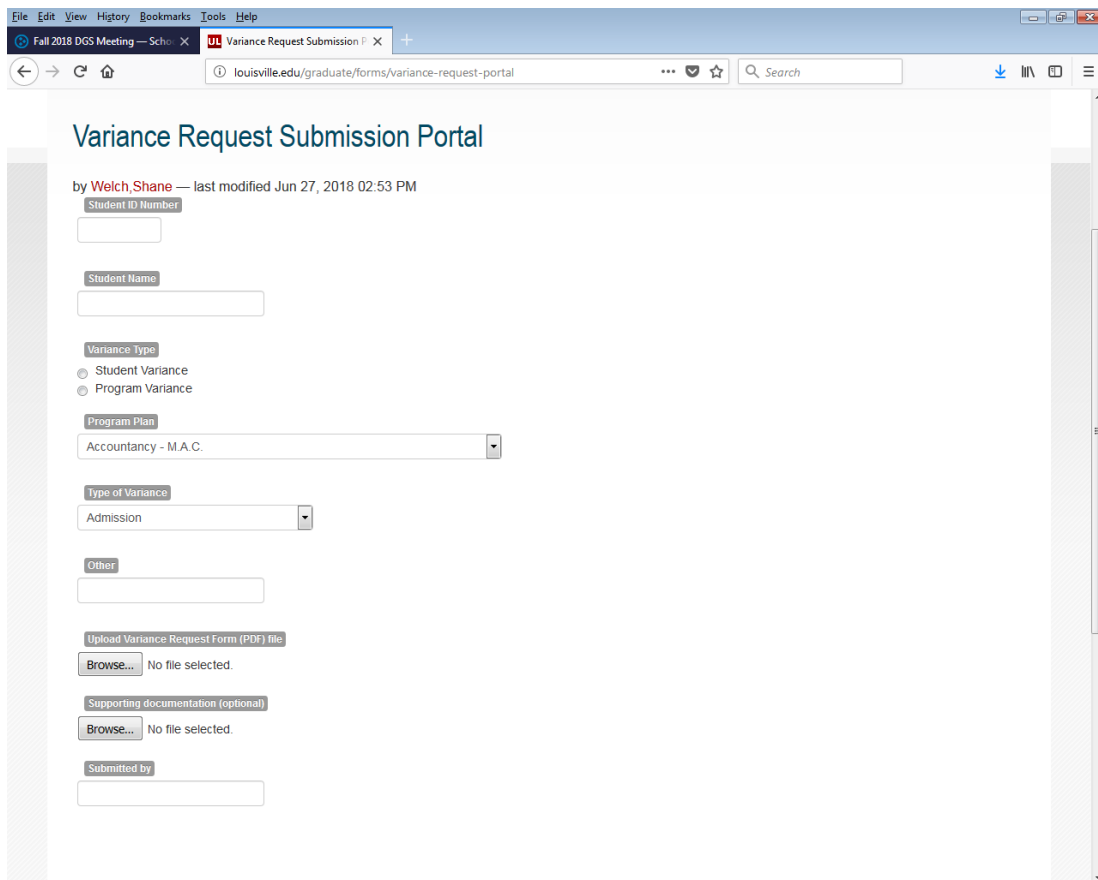


Variance Request

New process, the following steps will need to be followed when submitting a variance request form:

1. Complete the PDF form as you have completed previously. The updated form can be found at <https://louisville.edu/graduate/forms/variance-request>.
2. Once the PDF has been signed off by the Unit Dean or their designee, please submit through the Variance Request Submission Form. That form can be found at <https://louisville.edu/graduate/forms/variance-request> The following steps will be required when making the submission:
 - a. You will be required to enter information that is requested from the PDF form.
 - b. Once you've entered the information, you will need to upload the completed PDF.
 - c. After the PDF has been uploaded successfully, click the submission button.
 - d. The request will then be sent to our service account, with a copy to the submitter and to my e-mail.



The screenshot shows a web browser window with the address bar displaying louisville.edu/graduate/forms/variance-request-portal. The page title is "Variance Request Submission Portal". Below the title, it says "by Welch, Shane — last modified Jun 27, 2018 02:53 PM". The form contains the following fields and options:

- Student ID Number:** A text input field.
- Student Name:** A text input field.
- Variance Type:** Radio buttons for "Student Variance" and "Program Variance".
- Program Plan:** A dropdown menu with "Accountancy - M.A.C." selected.
- Type of Variance:** A dropdown menu with "Admission" selected.
- Other:** A text input field.
- Upload Variance Request Form (PDF) file:** A "Browse..." button with the text "No file selected."
- Supporting documentation (optional):** A "Browse..." button with the text "No file selected."
- Submitted by:** A text input field.