

# REQUEST FOR EXCEPTION TO ACADEMIC REQUIREMENTS

*This form is commonly referred to as a waiver or a substitution form.*

## INSTRUCTIONS

- Indicate the requirement for which you are requesting an exception on the front page. *See below for exception areas.*
- The form must be signed by your academic advisor, the Chair or Dean of your major, and the deciding official. *See below for deciding officials.*
- Once this form has been completed and signed it must be turned in to the Student Services Center (*Admin 102*).

*After this form is processed by the Registrar's Office a copy will be emailed to the student (via PLU email accounts only) and to the student's advisor. The final decision regarding the request is made by the deciding official(s).*

**It is the student's responsibility to complete this form, obtain the necessary signatures, and attach the appropriate documents.**

### EXCEPTION AREA:

### DECIDING OFFICIAL(S)

|  |   |
|--|---|
| Admission Mathematics Requirement.....               | Dean, Natural Sciences                  |
| Admission Foreign Language Requirement.....          | Dean, Humanities                        |
| Art, Music, Theater.....                             | Dean, Arts & Communication              |
| College of Arts & Sciences Language Requirement..... | Dean, Humanities                        |
| College of Arts & Sciences 44 hr rule.....           | Dean of Student's Major                 |
| Freshman Inquiry Seminar.....                        | Associate Provost for Curriculum        |
| Freshman Writing Seminar.....                        | Associate Provost for Curriculum        |
| Freshman January Term.....                           | Associate Provost for Curriculum        |
| Any IHON Requirement.....                            | Director, IHON Program                  |
| Literature.....                                      | Dean, Humanities                        |
| Perspectives on Diversity.....                       | Associate Provost for Curriculum        |
| Mathematical Reasoning.....                          | Dean, Natural Sciences                  |
| Natural Sciences, Computer Science, Mathematics..... | Dean, Natural Sciences                  |
| Philosophy.....                                      | Dean, Humanities                        |
| Physical Activity.....                               | Chair, Dept. Mvmt Studies&Wellness Ed   |
| Religion.....  | Dean, Humanities                        |
| Residency – Final 32 hours at PLU.....               | Chair of Student's Major                |
| Minimum Upper Division Hours.....                    | Dean of Student's Major                 |
| Science & Scientific Method.....                     | Dean, Natural Sciences                  |
| Social Sciences .....                                | Dean, Social Sciences                   |
| Writing.....   | Director, First-Year Experience Program |
| Major/Minor exceptions/substitutions .....           | Chair of Student's Major                |
| Other.....   | Registrar                               |

# REQUEST FOR EXCEPTION TO ACADEMIC REQUIREMENTS

*This form is commonly referred to as a waiver or a substitution form. A copy showing the approval or denial is sent to the student (via email scanned attachment) and to the student's academic advisor once the form is received.*

Name \_\_\_\_\_ Student ID # \_\_\_\_\_  
Last First MI

Phone # \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

Major/Minor \_\_\_\_\_

**Select one of the following:** (use the list on other side to identify the appropriate Exception Area)

I request an exception to substitute \_\_\_\_\_

I request an exception to waive \_\_\_\_\_.

### Students must:

- 1) Attach a written statement explaining why the exception is being requested (required).
- 2) Attach an unofficial PLU transcript (required).
- 3) Attach any other supporting documents (optional).

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

.....  
Advisor:

I Support  I Do Not Support

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

.....  
Major Chair and/or Dean's Comments:

I Support  I Do Not Support

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

.....  
The exception request is:

Approved  Not Approved

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Deciding Official's Signature \_\_\_\_\_