

REQUEST FOR EXCEPTION TO ACADEMIC REQUIREMENTS

INSTRUCTIONS

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).

Pacific Lutheran University students are expected to follow the standard degree sequence, general education curriculum and the individual requirements for each degree, major and minor. In unusual circumstances, normally those beyond a student's control, students are given the opportunity to request an exception to academic policies/requirements. Students must complete the "Request for Exception to Academic requirements" for and obtain all required signatures. Requests for substitutions or waivers of a course or policy requirement in a major or minor may be approved by the relevant department chair or dean via the Google form on the Registrar's office web-site. Request for substitutions or waivers of a general education element policy or requirement require approval of the appropriate dean and/or provost (supporting signatures from advisors and chairs may also be required by the approving official). Requests for waiver of other academic policies require the approval of the Office of the Provost and/or certain faculty committees (General Education Council or Admission and Retention of Students for example).

A request for a waiver or substitution to a policy does not mean the request will be granted, but instead provides a procedure for the student request to be heard and considered by the relevant officials. While a committee or individual chair/dean may be understanding about a student's situation, **missing deadlines, failing to achieve grade point average requirements, or misunderstanding requirements does not release the student from personal responsibility for completing the requirements.**

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
FYEP Inquiry Seminar.....	Associate Provost for Curriculum
FYEP Writing Seminar.....	Associate Provost for Curriculum
FYEP January Term residency.....	Associate Provost for Curriculum
IHON Requirements (any).....	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. Kinesiology
Religion.....	Dean, Humanities
Residency.....	Provost
Minimum Upper Division Hours.....	Dean of Student's Major
Science & Scientific Method.....	Dean, Natural Sciences
Social Sciences	Dean, Social Sciences
Writing.....	Dean, Humanities
Major/Minor exceptions/substitutions	Chair of Student's Major
Other.....	Registrar/Provost

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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. See the PLU catalog (Exception Policy) for additional information.

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 _____

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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 _____