

REQUEST FOR EXCEPTION TO ACADEMIC REQUIREMENTS

INSTRUCTIONS

The form must be signed by your advisor, the chair or dean of your major, and the deciding official. See below for deciding officials. Once the form is complete, please turn it in to the Registrar's Office (*Admin 130*).

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 have the opportunity to request an exception to academic policies/requirements. For policies and requirements outside of a student's major or minor, such as General Education and university-wide policies, students must complete this "Request for Exception to Academic requirements" form and obtain all required signatures. Requests for substitutions or waivers of a policy or course requirement in a major or minor may be approved by the relevant department chair or dean via electronic form available on the Registrar's Office website.

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's 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:

Art, Music, Theater (AR)
College of Arts & Sciences Requirement
College of Arts & Sciences 44 Hour Rule
FYEP Inquiry Seminar
FYEP January Term Residency
FYEP Writing Seminar
IHON Requirements (any)
Language Entrance Requirement
Literature (LT)
Perspectives on Diversity (A, C)
Mathematical Reasoning (MR)
Mathematics Entrance Requirement
Natural Sciences (NS)
Philosophy (PH)
Physical Activity (PE)
Religion (RC, RG)
Residency (32 of final 40 hours in residence)
Science & Scientific Method (SM)
Social Sciences (SO)
Upper Division (40 hour minimum)
Writing (WR)
Other

DECIDING OFFICIAL(S)

Dean, Arts & Communication
Dean, Humanities
Dean of Student's Major
Associate Provost for Undergraduate Programs
Associate Provost for Undergraduate Programs
Associate Provost for Undergraduate Programs
Director, IHON Program
Dean, Humanities
Dean, Humanities
Associate Provost for Undergraduate Programs
Dean, Natural Sciences
Dean, Natural Sciences
Dean, Natural Sciences
Dean, Humanities
Associate Dean, Kinesiology
Dean, Humanities
Provost
Dean, Natural Sciences
Dean, Social Sciences
Dean of Student's Major
Dean, Humanities
Registrar/Provost

Major/Minor Requirements - This form is not used. Please see Department Chair of your major

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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 to Academic Policy section) 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 _____