

REQUEST FOR EXCEPTION TO ACADEMIC REQUIREMENTS

INSTRUCTIONS

The form must be signed by your advisor and submitted to the Provost's Office for review by the Core Curriculum Committee.

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.** See the PLU catalog (Exception to Academic Policy section) for additional information.

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)

Director of Core Curriculum
Dean, Humanities
Dean of Student's Major
Director, FYEP
Director, FYEP
Director, FYEP
Director, IHON Program
Dean, Humanities
Director of Core Curriculum
Director of Core Curriculum
Director of Core Curriculum
Dean, Natural Sciences
Director of Core Curriculum
Director of Core Curriculum
Director of Core Curriculum
Director of Core Curriculum
Provost
Director of Core Curriculum
Director of Core Curriculum
Dean of Student's Major
Director of Core Curriculum
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 a decision is made.

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 any other supporting documents (optional).

Student Signature _____ Date _____

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Advisor/Major Chair:

I Support I Do Not Support

Print Name _____ Date _____

Signature _____

.....
The exception request is: Approved Not Approved

Deciding Official (Print Name) _____ Date _____

Deciding Official (Signature) _____

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