

REQUEST FOR EXCEPTION TO ACADEMIC REQUIREMENTS

INSTRUCTIONS

The form must be signed by your advisor and submitted to the Provost's Office (provost@plu.edu or ADMIN 103) 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:

DECIDING OFFICIAL(S)

Art, Music, Theater (AR)	Director of Core Curriculum
BA & BS Requirement	Dean, CHISS
BA & BS 44-Hour Limit	Dean of Student's Major
FYEP Inquiry Seminar	Director, FYEP
FYEP January Term Residency	Director, FYEP
FYEP Writing Seminar	Director, FYEP
IHON Requirements (any)	Director, IHON Program
Literature (LT)	Director of Core Curriculum
Perspectives on Diversity (A, C)	Director of Core Curriculum
Mathematical Reasoning (MR)	Director of Core Curriculum
Natural Sciences (NS)	Director of Core Curriculum
Philosophy (PH)	Director of Core Curriculum
Fitness & Wellness (FT)	Director of Core Curriculum
Religion (RC, RG)	Director of Core Curriculum
Science & Scientific Method (SM)	Director of Core Curriculum
Social Sciences (SO)	Director of Core Curriculum
Upper Division (40 hour minimum)	Dean of Student's Major
Writing (WR)	Director of Core Curriculum
Other	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 # _____ PLU Email Address: _____

Major/Minor _____ Anticipated Graduation Date _____

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) _____