

REQUEST FOR EXCEPTION TO ACADEMIC REQUIREMENTS

INSTRUCTIONS

It is the student's responsibility to complete this form, obtain the necessary signatures, and attach the appropriate documents. Students must submit completed the completed form to the Provost's Office (provost@plu.edu or ADMIN 103) for review by the assigned Deciding Official.

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.**

| <u>EXCEPTION AREA</u> | <u>DECIDING OFFICIAL(S)</u> |
|------------------------------------|-----------------------------|
| <u>Pre 2023 GenEd</u> | |
| Art, Music, Theater (AR) | Director of Core Curriculum |
| 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 |
| Religion (RC, RG) | Director of Core Curriculum |
| Science & Scientific Method (SM) | Director of Core Curriculum |
| Senior Seminar (SR) | Director of Core Curriculum |
| Social Sciences (SO) | Director of Core Curriculum |
| Writing (WR) | Director of Core Curriculum |
| <u>New 2023 GenEd</u> | |
| FYEP 101 (FW) | Director, FYEP |
| FYEP 102 (FD) | Director, FYEP |
| PLUS 100 | Director, FYEP |
| FYEP J-term Residency | Director, FYEP |
| Fitness & Wellness (FT) | Director of Core Curriculum |
| Global Engagement (GE) | Director of Core Curriculum |
| Academic Study of Religion (RL) | Director of Core Curriculum |
| Creative Expression (CX) | Director of Core Curriculum |
| Engaging the Natural World (NW) | Director of Core Curriculum |
| Exploring Self & Society (ES) | Director of Core Curriculum |
| Interpreting Text (IT) | Director of Core Curriculum |
| Exploring Values & Worldviews (VW) | Director of Core Curriculum |
| Quantitative Reasoning (QR) | Director of Core Curriculum |
| Culminating Experience (SR) | Director of Core Curriculum |
| Upper Division (40-hour minimum) | Dean of Student's Major |
| IHON Requirements (any) | Director, IHON Program |
| Other | Registrar/Provost |

Major/Minor Requirements – Do not use this form, see the Department Chair

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This form is commonly referred to as a waiver or a substitution form. Students must submit the completed form to the Provost's Office (provost@plu.edu or ADMIN 103) for review by the assigned Deciding Official. When a determination is made, approval or denial, students will be notified via email.

Name _____ Student ID # _____
Last First MI

Phone # _____ PLU Email Address: _____

Major/Minor _____ Anticipated Graduation Date _____

Select one of the following: (Use the list from page 1 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 _____

.....
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) _____