

Title: Exceptions for Groups of Students	Policy No: 1.14
Programs and Curricula	Effective: Fall 2004
	Revisions: Fall 2017
	Last Reviewed: AY2017

Policy Statement: An exception to an undergraduate degree requirement may be made for a specified group of students who have a similar circumstance. A group exception may not supplant the official program change process. A course denied for inclusion in the University Core may not be considered for a group or individual exception.

Background: An exception to a degree requirement is generally authorized for an individual student. However, there are instances in which an exception is appropriate for a group of students. The following are examples of circumstances that may be appropriate for a group exception. 1) When a course required in a program is no longer offered by a department/school and a new course has been designated to replace the deleted course, the new course may be substituted for students continuing under a former catalog. 2) When a course previously had a common course number that was then changed to a regular course and the new course becomes a formal degree requirement, the original common course will satisfy the new requirement. 3) A designated course requirement and possible hours within the requirement may be waived for students who have taken specific higher level courses.

Purpose: Create an official process for group exceptions.

Related Procedures:

- 1) The department chair/school director will send a memo and group exception form to the dean of his/her college. The memo will explain the specific circumstances in which the exception may be applied and the rationale for the exception. If the dean approves the group exception, it will be forwarded to Graduation Support Services.
- 2) The group exception request will be approved by the Associate Vice President/Registrar or designee and Executive Director of Academic Policy and Curriculum if it is determined that the request does not constitute a program change. The group exception request will be applied as long as the circumstances exist or until revoked by the department chair/dean unless limited otherwise. Where possible, the Associate Registrar for Degree Certification will program the exception into the degree audit process. Records of the group exception authorization will be maintained by degree certification.
- 3) If it is determined the request does not meet the criteria for a group exception, the request will be returned to the dean of the college for appropriate action through that college's curriculum committee.
- 4) The Associate Registrar for Degree Certification will keep and publish a master list of current group exceptions.

Point-of-Contact for Academic Affairs: Executive Director of Academic Policy and Curriculum

Policy revisions approved by the Provost/Vice President for Academic Affairs on May 16, 2017.

Policy approved by the Provost /Vice President for Academic Affairs on October 25, 2004.