

**Title: Program Requirement Exceptions**

**Policy No: 1.5**

**Category: Programs and Curricula**

**Effective: Fall 2003**

**Policy Statement:** The authority to approve exceptions in academic course and major requirements for individual students resides with the department chairs and deans.

Exceptions to OSRHE level policy require approval from OSRHE through the university president, or in certain instances, his designee.

Within Enrollment Management, the registrar is authorized to approve exceptions for enrollment/advisement requirements.

**Background:** The responsibility and authority for academic policy making, interpretation, and enforcement at UCO resides in the office of the provost/vice president for academic affairs. This includes development and enforcement of UCO policies and degree requirements which implement and support OSRHE policy.

Enrollment Management will monitor and enforce undergraduate academic degree requirements and implement approved exceptions while ensuring that OSRHE policies are not violated.

**Purpose:** Clarify authority to make exceptions to degree requirements.

**Implementation Date:** Fall 2003

**Related Procedures:** Program Requirement Exceptions Form, Authority for Exceptions Documents, Exceptions in Course/Major Requirements for Individual Students Flow Chart

**Coordinating Offices:** Chairs, Deans, Enrollment Management

**Point-of-Contact for Academic Affairs:** Associate Vice President for Enrollment Management/Registrar

**Policy approved by the Vice President for Academic Affairs on September 3, 2003.**

**Key Words:** Course Substitution, Exceptions, Adjustments