

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
School of Social Work

**Policy and Procedure for Approval of Exceptions to
Classroom Policy and Concentration Course Requirements**

When it is in the best interest of student learning needs, exceptions to policy, including substitution of courses in the Concentration Curriculum, can be made.

The procedure is as follows:

1. Student consults with his/her faculty advisor.
2. If the request seems appropriate, the student
 - ___ completes and signs the Exception Form (the student should be sure to explain how the exception relates to his or her educational plan of study and learning goals)
 - ___ obtains the faculty advisor's signature; and
 - ___ submits the form to the appropriate Concentration Chair.
3. The Chair has the following options:
 - a. Support the request, sign the form and forward it for final review and approval.
 - b. Deny the request.
4. Approved Exception forms will then go to the Associate Dean for final review and approval. The student will be notified of the outcome, and the exception request will be filed in the student's record.

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Exception to Classroom Policy/Course Requirements Form

Student (please print) _____

Nature of Request: _____

Exception in: DP _____ MCP _____ Self-Directed _____

Exception Request and Rationale: _____

Advisor's Comments: _____

Chair/Comments and Decision: _____

Student Signature Date

Faculty Advisor Signature Date

Concentration Chair Signature Date

Associate Dean Date