



Policy and Procedure for Approval of Exceptions to Classroom Policy and Specialization Curriculum Course Requirements

Exceptions to Specialization Curriculum courses are granted when students can demonstrate that courses taken elsewhere closely replicate required course content. Exceptions make it possible for students to customize their Plans of Study by substituting courses not listed as an option to meet Specialization Curriculum requirements. No exceptions are offered for generalist courses or field requirements in either the Generalist or Specialization Curricula.

The procedure is as follows:

1. Student consults with their faculty advisor to discuss the basis of the request for a course exception.
2. If the advisor concurs that the request seems appropriate, the student
 - ___ Completes and signs this Exception Form (the student should be sure to state the specific request and the rationale for the request, including how the exemption related to their 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 Senior Associate Dean for Academic Affairs 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.

