

Authorities to Grant Exceptions

EXCEPTIONS	L&S	CNR	CPS	COFAC
Add a course after the 8th day of classes until end of term	Instructor, adviser & Dept. chair	Instr, adviser & Assoc. Dean (except PSE-instr, adviser & Ring)	Instr, adviser & dept. head (except Educ-instr, adv. & Beeber)	Instructor, adviser & Dept. chair
Course drops & withdrawals after the 10 th week and through the last day classes (SAAC Office). Once finals begin, appeals are through the Dean's Office.	SAAC	SAAC	SAAC	SAAC
	Finals week or later Assoc. Dean	Finals week or later Assoc. Dean	Finals week or later Dept. head	Finals week or later Dean
Course Drops or Adds after a term has ended	Assoc. Dean	Assoc. Dean	Dept. head	Dean
Withdrawals after the term has ended	Assoc. Dean (m)	Assoc. Dean (m)	Dept. head (m)	Dean (m)
Permit drops beyond the 4 'W' limit	Assoc. Dean (m)	Assoc. Dean (m)	Dept. head (m)	Dean (m)
Grant credit overloads of 18-20 credits Credit overloads over 20 must be granted by the Dean Office using paper overload form.	Undeclared (m)-SAAC; all others-Dept. chair	Assoc. Dean (m) or Kissinger	Dept. heads (m) (including over 20 crs)	Dept. chair (m)
Credit load beyond 16 when taking Math 90	17 cr-see adviser 18+ Assoc. Dean (m)	17 cr- Assoc. Dean or Kissinger 18+ Assoc. Dean (m)	17 cr-see adviser 18+ see Dean (m)	17 cr see adviser 18+ see Dean (m)
Credit load beyond 12 when remedial courses not satisfied prior to 30 credits	Dept. chair (m)	Assoc. Dean (m) or Kissinger	Dept. head (m)	Dept. chair (m)
Credit load beyond 12 when English 101/102/150 or Math 100/105 not done prior to 60 credits	Dept. chair (m)	Assoc. Dean (m) or Kissinger	Dept. head (m)	Dept. chair (m)
Change from credit to audit or vice versa after the 8th day of classes	Assoc. Dean	Instr, adviser, & Assoc. Dean (except PSE-instr, adviser & Ring)	Instructor, adviser & Dept. head	Instructor, adviser & Dept. chair
Change of grade	Instructor, dept. chair, & Assoc. Dean	Instructor & Assoc. Dean (except PSE-instr., Ring & Thomas)	Instructor, Dept. head & Dean	Instructor, Dept. chair & Dean
Extend time (after 1st extension by chair) to remove incomplete grade	Assoc. Dean	Assoc. Dean	Dept. head	Dean
Approve P/F after the 11th day of classes	Instructor, adviser & Dept. chair	Instr, adviser & Assoc. Dean (except PSE-instr, adviser & Ring)	Instructor, adviser & Dept. head	Instructor, adviser & Dept. chair
Approve P/F exception for courses not avail. P/F	Dept. chair	Assoc. Dean	Dept. head	Dept. chair
Approve FIRST repeat (through 8 th day of the semester for a 16 week course) of a D, D+ or F	Adviser & Dept. chair	Adviser, & Assoc. Dean or Kissinger (except PSE-adviser & Ring)	Adviser & dept. head (except Educ. - adviser & Beeber)	Adviser & Dept. chair
Approve other repeats : late requests, 2 nd repeats, or repeat of a course with grade higher than a D+	Assoc. Dean, Advisor & Chair	Assoc. Dean, Advisor & Chair	Dept. head, Advisor & Chair	Dean, Advisor & Chair
Approve to follow old GDR's	Assoc. Dean	Assoc. Dean	Dept. head	Dean
Approve to follow old major/minor	Dept. chair (m)	Assoc. Dean (m)	Dept. head (m)	Dept. chair (m)
Waive or Substitute GDR courses	Assoc. Dean (m)	Assoc. Dean (m)	Dept. head (m)	Dean (m)
Waive or substitute Major or Minor courses	Dept. chair or other head of maj/min	Assoc. Dean or Kissinger	Dept. head (except Education- Beeber)	Dept. chair
Waive 40 credit rule	Assoc. Dean (m)	Assoc. Dean (m) or Kissinger	Dept. head (m)	Dean (m)
Waive 165 credit rule	Assoc. Dean (m)	Associate Dean (m)	Dept. head (m)	Dean (m)
Waive 120 credit rule	Vice Chancellor	Vice Chancellor	Vice Chancellor	Vice Chancellor

Dean signifies the dean of the college in which the course is offered.

(m) Indicates authority based on major, e.g. Dean (m) means the dean of the college of the student's major.

Dept. chair is the chair of the Dept. in which the course is offered.

All exceptions not specifically identified above shall be referred to the appropriate dean for authorization (per dean's meeting 2-28-89).

12/2010