

College of Human Science and Services
Program Exception Petition instructions

- I. Specify clearly the exact waiver, exception, or substitution you wish to have your department consider.
- II. State the grounds on which your petition is based. Attach any supporting documentation (ex: syllabus of course(s), photocopies of course descriptions or outlines, memos of support).
- III. Review the petition with your assigned academic advisor and obtain advisor approval and signature.
- IV. Submit the petition to the department chairperson in which you are majoring for approval and signature.
- V. Return the petition for program exception form to the Dean's Office in Quinn 112. You will be sent an updated advising report documenting the program modification.

Students whose petition for program exception has not been approved by a department will be notified by the Deans office and should follow-up with their academic department for clarification.

IMPORTANT NOTE: Having a requirement waived by your department does NOT reduce the total number of credits required for graduation.