



EXCEPTION TO DEPARTMENTAL REQUIREMENTS

This form is not to be used for exception to University policy. Please consult advising if you are unsure which form to use.

Student Name

Student ID

Student Telephone

Advisor

Department

Date

Please explain the *departmental requirement* to which you are requesting an exception.
(e.g. BA Psychology minor requirements as stated in catalog)

Please describe the exception that you are requesting.
(e.g. have PSYB301 count toward minor)

Dept Chairperson

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Name

Signature

Date

Advisor

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Name

Signature

Date

Assistant Registrar

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Name

Signature

Date

REQUIRED DOCUMENTS

____ **Student Statement**

____ **Other Documentation**_____

Advisor: Is this a multiple student exception? If yes, explain:

Procedure for Requesting an Exception to Departmental Requirements (ETDR)

All ETDR are developed and submitted through the following system. The communication will be exclusively via paper.

What is an ETDR?

Exceptions to Departmental Requirements are submitted when a conflict arises around departmental requirements and not Naropa University policy or core requirements. The student's advisor will help sort this out. Generally, ETDR is used when student presents a case for a departmental exception regarding, for instance, major or minor requirements.

Procedure

Department Originated:

Most often, a department will propose a change in major or minor requirements to a student as a solution to a curricular problem (e.g. a course is no longer offered). In this case, the department shall communicate with the student, complete this form and submit to the advisor for final signature. See below if the exception will be approved for multiple students.

Student Originated:

Should a student and advisor feel that an ETDR may offer a solution to a scheduling or curricular problem, the procedure below should be followed:

Step 1: Student schedules an appointment with their advisor to discuss the exception. The advisor informs the student of the process at this time.

Step 2: The student completes the ETDR form and creates a student statement.

The Student statement should be attached to the form and should contain:

- 1) Name and ID
- 2) Clear description of the exception being requested, e.g. "To substitute "ENV351 Wildlife Ecology" for "ENV100Physical Geography" in the "Ecology and Systems Science" Minor.
- 3) Clear rationale for why the exception should be made.
- 4) Clear description of how the student has attempted to resolve the conflict, *prior to* asking for an exception, e.g. "I enrolled in a required class for my major, but it was cancelled in my final semester at Naropa."
- 5) Attach any supporting documentation, such as relevant course descriptions, instructor letter of support, etc.

Step 3: The advisor reviews the form, attaches any relevant information or supporting documentation (if needed). If complete, the advisor will send the exception packet to the chair of the department for consideration.

Step 4: The chair of the department is then responsible for making a determination – approved, not approved, or needing more information – and responds via email to the advisor and student with the decision. This final decision is formalized with a signature on the form and the entire packet is sent back to the advisor.

Step 5: If approved, the advisor will forward the packet to the assistant registrar for recording and degree audit adjustment. The advisor will be responsible for contacting the student with the final decision.

Appeal Process

If the exception is not approved, and the student wishes to appeal, the student will then be responsible for contacting the department chair. The department chair is then responsible for responding with an appeal decision. The decision of the chair following an appeal is final.

Multiple Student Exceptions

These are departmental exceptions that must be made for a group of students due to a curricular or other change. Each exception must be signed by the advisor and department chair, however, a short description of the situation will also help expedite the approval process.