

AUTHORIZATION FOR ACADEMIC RULE EXCEPTIONS

Revised 11/04

<b>DEAN OF THE FACULTIES</b>			
<b>EXCEPTION</b>	<b>ACTION/APPROVAL</b>		<b>NOTES</b>
	<b>BACCALAUREATE DEAN</b>	<b>DEAN OF THE FACULTIES</b>	
Overload policy for undergraduates.	Exceptions up to 21 hours.	Exceptions over 21 hours.	Exceptions very rare.
<i>Criteria:</i> GPA, rigor of course load, # credits from degree completion, emergency situation.			
Policy on S-U Grading	Request extension of deadline for a student.		Deans memo Registrar's Office.
Final 30 hours in residence	Makes exceptions for up to six hours of last 30 hours to be taken at another accredited senior institution or by correspondence.	Makes emergency exceptions for more than 6 hours of the last 30 hours, exceptions that involve community college credit or if student has fewer than 30 hours at FSU (extremely rare). See definition of senior institution credit from a 2-year college below.	Deans submit a signed recommendation to the Dean of the Faculties with a copy of the student's petition for an emergency exception, including relevant documentation. Memo should include: total hours earned at FSU and other senior institutions; total hours needed to complete degree requirements; expected graduation date; number of the last 30 hours to be taken in residence; how the excepted hours would be taken; and nature of the emergency.
<i>Criteria:</i> Requested in advance, serious family crisis including financial hardship, illness or other catastrophic event, to take advantage of an unusual educational opportunity, other extraordinary circumstances beyond the student's control.			
60 Hours in Senior Institution (Credit from a Florida public 2-year college approved to offer 4-year degrees is considered senior-institution credit only if course is in the approved 4-year degree programs.)	Makes exceptions in specific circumstances (see notes).	Makes exceptions (except in specific circumstances – see notes).	Students are normally expected to complete 60 hours of credit at an accredited senior institution after earning the Associate in Arts degree. Students may petition their Academic Dean for an exception to this requirement in order to take published prerequisite or degree required courses at a Florida public Community College. Approval for current students must be obtained in advance from the student's Academic Dean and the Academic Dean will notify the Office of the University Registrar when exceptions are made in this matter.
<i>Criteria:</i> Prior approval of academic dean, serious family crisis including financial hardship, illness or other catastrophic event, an unusual educational opportunity, other extraordinary circumstances beyond the student's control.			
40 credits of 3000-4000 level coursework		Makes all exceptions.	Memo with documentation to DOF.

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<b>DEAN OF THE FACULTIES (continued)</b>			
<b>EXCEPTION</b>	<b>ACTION/APPROVAL</b>		<b>NOTES</b>
	<b>BACCALAUREATE DEAN</b>	<b>DEAN OF THE FACULTIES</b>	
9 Summer Hours Earned Prior to Graduation		Makes exceptions as the President's designated authority upon recommendation of Baccalaureate Dean. For the form, see DOF website ( <a href="http://www.fsu.edu/~dof">http://www.fsu.edu/~dof</a> ) under "Academics." Complete and submit to DOF.	Students who entered summer 2002 or later and have 9 hours of accelerated credit (even if it's earned while at FSU) are exempt. Contact Graduation Office – Registrar. Students who transfer to state institution with 60 or more credits are exempt.
Re-evaluation of undergraduate credits more than 10 years old	Makes all exceptions.		Registrar's Office will assist deans in documenting course content.
Final Examinations	Approval of dean in school or college where the course is taught is required to change an exam time for an individual student. See Bulletin or Final Exam Memo under "Academics" at the DOF website ( <a href="http://www.fsu.edu/~dof">http://www.fsu.edu/~dof</a> ) for details.		Undergraduate Policy Committee makes exceptions for an entire class. See Bulletin or Final Exam Memo under "Academics" at the DOF website ( <a href="http://www.fsu.edu/~dof">http://www.fsu.edu/~dof</a> ) for details.
Student's Withdrawal	Deans give approval and have authority to determine grade liability.		Student initiates action in Withdrawal Services. University Refund Committee determines fee liability.
<i>Criteria:</i> No student can withdraw without the Dean's permission. Extraordinary circumstances beyond student's control for WD grades.			
Late Course Drops	Deans give approval and have authority to determine grade liability and recommend waiver of fee liability to Registrar.		
<i>Criteria:</i> No student can drop without the Dean's permission. Extraordinary circumstances beyond student's control for WD grades.			
GCCC/TCC/FAMU – FSU Co-op Program	Approval. Prior to approval, student should receive advising for proper course enrollment.		
Major course work variations	Makes exceptions, in consultation with departments.		Substitution of alternate course for required course.
Special Student status	Authorizes up to 12 graduate and 15 undergraduate credits		Student petitions dean; dean memos registrar.

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DEAN OF GRADUATE STUDIES			
EXCEPTION	ACTION/APPROVAL		NOTES
	BACCALAUREATE DEAN	DEAN OF GRADUATE STUDIES	
Academic Load Requirements for Graduate Assistantships.		Makes all exceptions.	Department and Academic Dean review and forward by memo to Graduate Studies.
Continuance as graduate student beyond time limit for degree completion.		Makes all exceptions.	Department and Academic Dean review and forward by memo to Graduate Studies.
Graduation without grade point average of B.		Makes all exceptions.	Department reviews and sends request for approval to Dean of Graduate Studies.
Transfer credit.	Authorizes up to 6 credits.		Department and Academic Dean review. Memo to Admissions.
Limitation on hours for a degree program.		Makes all exceptions.	Department and Academic Dean review.
Registration for at least one hour of thesis or dissertation for the term a degree is awarded.		Makes all exceptions.	Approved by manuscript clearance advisor if student completes all requirements for clearance before 1 <sup>st</sup> day of classes in semester of graduation. Verified by Graduation section of Registrar's Office.
Readmission and reinstatement of graduate students	Makes all decisions.	Hears appeals (see notes).	When student is in good academic standing, there is no appeal of the readmission decision. When student is not in good academic standing, Dean of Graduate Studies hears appeals of Academic Deans' denials for readmission.

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DEAN OF UNDERGRADUATE STUDIES			
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	BACCALAUREATE DEAN	DEAN OF UNDERGRADUATE STUDIES	
Multicultural requirement	Makes all exceptions.		Course substitutions only; no waiver of requirement.
<i>Criteria</i>	Issues of race, class, or gender (y) or cultural variation (X) must be central to course.		
Computer competency	Makes all exceptions.		Course substitutions or exam only; no waiver of requirement.
<i>Criteria</i>	Course must meet college department UPC standards.		
Oral communication competency		Makes all exceptions.	
<i>Criteria</i>	Must include formal instruction and feedback in public speaking and require original student oral presentations		
Liberal Studies Natural Science (Area V) and Social Science (Area III) Requirements	Makes all exceptions.		Course substitutions only; no waiver of requirement. Excludes history. Critical course content will be compared to FSU Liberal Studies requirements. Deans memo Registrar, cc: Undergraduate Studies.
All other Liberal Studies and Gordon Rule requirements.		Makes all exceptions.	Course substitutions only; no waiver of requirement. Academic Deans recommend to Dean of Undergraduate Studies with documentation of course content and word count (where appropriate).
<i>Criteria</i>	Course content will be compared to FSU Liberal Studies and State standards.		

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