

Authorities to Grant Exceptions

EXCEPTION	L&S	N RES	CPS	COFAC
Approve adds/registration after the 8th day of classes until end of term	Instructor, adviser & Dept. chair	Instr, adviser & Assoc. Dean (except Paper-instr, adviser & Ring)	Instr, adviser & dept. head (except Educ-instr, adv. & Beeber)	Instructor, adviser & Dept. chair
Permit course drops & complete withdrawals after the 10th week of classes until the last day classes are scheduled to meet	SAAC	SAAC	SAAC	SAAC
Approve drops/adds/registration after a course or term has ended	Assoc. Dean	Assoc. Dean	Dept. heads	Dean
Approve withdrawals after the term has ended.	Assoc. Dean (m)	Assoc. Dean (m)	Dept. heads (m)	Dean (m)
Permit drops beyond the 4 'W' drop limit	Assoc. Dean (m)	Assoc. Dean (m)	Dept. heads (m)	Dean (m)
Grant credit overloads of 18-20 credits (Advisers approve 17; Deans over 20)	Undeclared (m)-SAAC; all others-Dept. chair	Assoc. Dean (m) or Kissinger	Dept. heads (m) (including over 20 crs)	Dept. chair (m)
Approve credit load beyond 16 when taking Math 90	17 cr-see adviser 18+ see Assoc. Dean (m)	17 cr- Assoc. Dean or Kissinger 18+ Associate Dean (m)	17 cr-see adviser 18+ see Dean (m)	17 cr see adviser 18+ see Dean (m)
Approve credit load beyond 12 when remedial courses not done by 30 credits	Dept. chair (m)	Assoc. Dean (m) or Kissinger	Dept. heads (m)	Dept. chair (m)
Approve credit load beyond 12 when English 101/102/150 or Math 100/105 not done by 60 crs	Dept. chair (m)	Assoc. Dean (m) or Kissinger	Dept. heads (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 Paper-instr, adviser & Ring)	Instructor, adviser & Dept. head	Instructor, adviser & Dept. chair
Approve a change of grade	Instructor, dept. chair, & Assoc. Dean	Instructor & Assoc. Dean (except Paper-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. heads	Dean
Approve P/F after the 11th day of classes	Instructor, adviser & Dept. chair	Instr, adviser & Assoc. Dean (except Paper-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. heads	Dept. chair
Approve first repetition (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 Paper-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	Assoc. Dean	Dept. heads	Dean
Approve to follow old GDR's	Assoc. Dean	Assoc. Dean	Dept. heads	Dean
Approve to follow old major/minor	Dept. chair (m)	Assoc. Dean (m)	Dept. heads (m)	Dept. chair (m)
Waive or Substitute GDR courses	Assoc. Dean (m)	Assoc. Dean (m)	Dept. heads (m)	Dean (m)
Waive or substitute major or minor courses	Dept. chair or other head of maj/min	Assoc. Dean or Kissinger	Dept. heads (except Education- Beeber)	Dept. chair
Waive 40 credit rule	Assoc. Dean (m)	Assoc. Dean (m) or Kissinger	Dept. heads (m)	Dean (m)
Waive 165 credit rule	Dean (m)	Associate Dean (m)	Dept. heads (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).

05/2009