### Course-related Exceptions

<table>
<thead>
<tr>
<th>Course-related Exceptions</th>
<th>Courses in CNR</th>
<th>Courses in CPS</th>
<th>Courses in COFAC</th>
<th>Courses in COLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Course Adds – after the 8th day of classes through finals week (prorated for shorter sessions)</td>
<td>Instructor, Advisor &amp; Assoc. Dean or designee (PSEN: Biasca)</td>
<td>Instructor, Adv &amp; Dept. Chair or designee (Educ: Beeber, CSD: Reynolds/Terrell, SHCP: Sommer)</td>
<td>Instructor, Advisor &amp; Dept. Chair</td>
<td></td>
</tr>
<tr>
<td>W-Drops of courses – after the 8th day until end of the 10th week (prorated for shorter sessions)</td>
<td></td>
<td>Instructor &amp; Advisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late Course Drop Appeals - after the W-drop deadline</td>
<td></td>
<td>Academic Appeals Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change from credit to audit or vice versa after the 8th day of classes</td>
<td>Instructor &amp; Assoc. Dean or designee (PSEN: Biasca)</td>
<td>Instructor &amp; Dept. Chair or designee (CSD: Reynolds/Terrell)</td>
<td>Instructor, Advisor &amp; Dept. Chair</td>
<td>Instructor, Advisor, Dept. Chair &amp; Asst. Dean</td>
</tr>
<tr>
<td>Change of grade</td>
<td>Instructor &amp; Assoc. Dean (PSEN: Instructor, Biasca &amp; Ginnett)</td>
<td>Instructor &amp; Dept. Chair or designee (CSD: Reynolds/Terrell)</td>
<td>Instructor, Dept. Chair, &amp; Dean</td>
<td>Instructor, Dept. Chair, &amp; Asst. Dean</td>
</tr>
<tr>
<td>Extend time (after 1st extension by chair) to remove incomplete grade</td>
<td>Assoc. Dean</td>
<td>Dept. Chair (CSD: Reynolds/Terrell)</td>
<td>Dean</td>
<td>Asst. Dean</td>
</tr>
<tr>
<td>Approve P/F after the 11th day of classes</td>
<td>Instructor, Advisor &amp; Assoc. Dean or designee (PSEN: Biasca)</td>
<td>Instructor, Advisor &amp; Dept. Chair or designee (CSD: Reynolds/Terrell)</td>
<td>Instructor, Advisor &amp; Dept. Chair</td>
<td></td>
</tr>
<tr>
<td>Approve P/F exception for courses not available P/F</td>
<td>Assoc. Dean</td>
<td></td>
<td>Dept. Chair</td>
<td></td>
</tr>
<tr>
<td>Approve repeats</td>
<td>Advisor &amp; Dept. Chair or Kubish (PSEN: Advisor &amp; Biasca)</td>
<td>Advisor &amp; Dept. Chair or designee (Educ: Beeber, CSD: Reynolds/Terrell, SHCP: Sommer)</td>
<td></td>
<td>Advisor &amp; Dept. Chair</td>
</tr>
</tbody>
</table>

Dept. Chair is the chair of the Department in which the course is offered. 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. Undeclared majors and general AAS students are considered to be in the College of Letters and Science and need their advisor’s approval in lieu of Dept. Chair (m).

Rev. 02/2020