

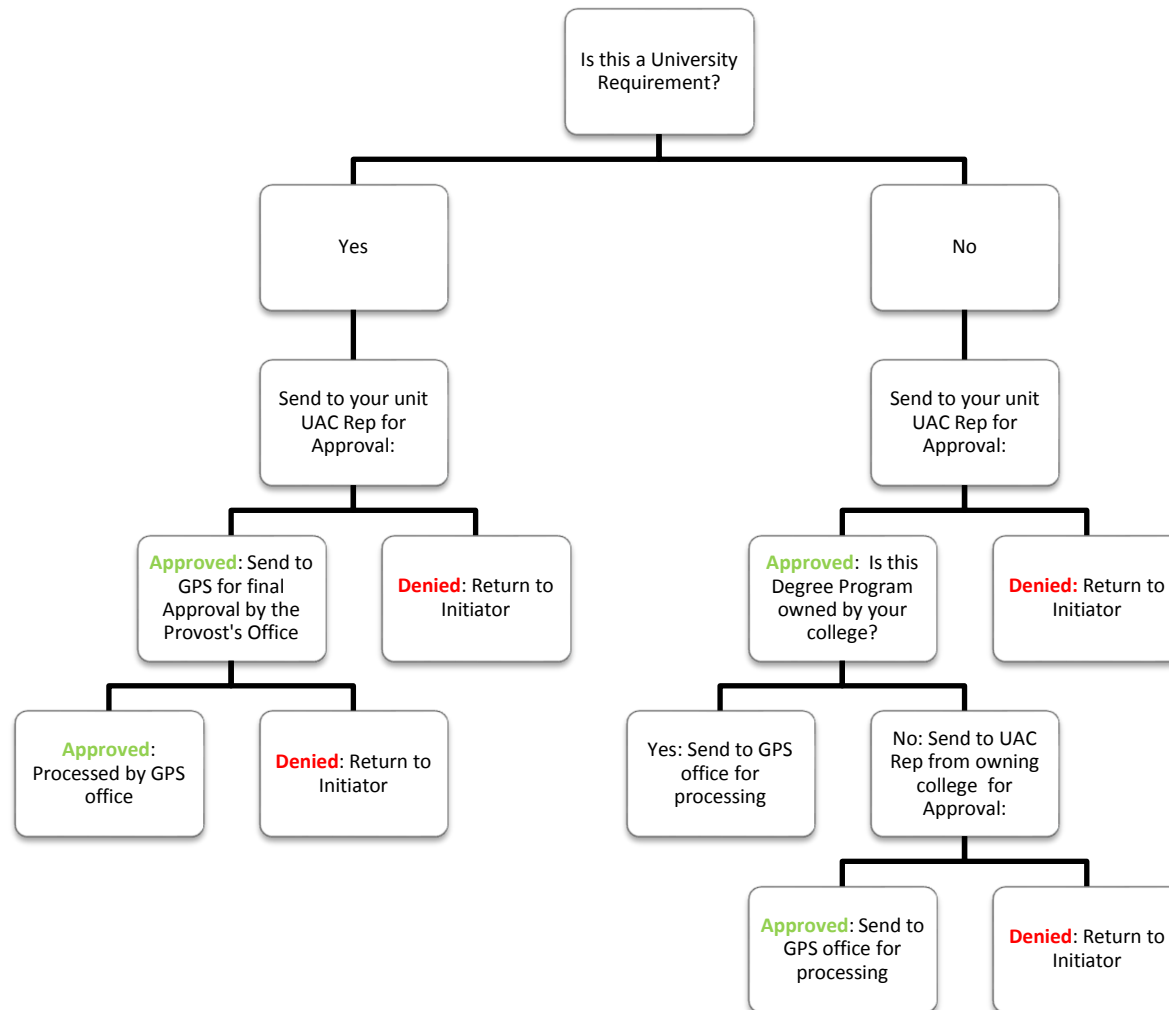
# Petition for Exception to Undergraduate Program Requirements Form Instructions

1. Complete personal and academic information for student (ID#, name, Kent e-mail address, phone contact, major/minor, catalog year, transfer school, transfer institution code, etc.). When entering major/minor information, please use the codes listed in Banner (e.g. Integrated Math= IMTH). These can also be found by clicking on the "Student Data Report" under Format in GPS.
2. **KSU Required Course/Program Requirement:**
  - a. List course prefix, number, and title for Kent State requirement
  - b. If the course can satisfy Core (Humanities, Social Sciences, etc.) and/or Diversity, that designation can be placed under KSU requirement. (e.g. KHUM, KSS, DIVD, DIVD, etc.)
  - c. Another option is to apply course to a specific group requirement on the audit. (e.g. MIS Electives)
3. **Credit Hours** for KSU required course/program requirement should match what is listed on the GPS audit.
4. **Substituted or Transferred Course(s):**
  - a. List both the source course prefix and number (e.g. SOCW1030) and the articulated course department and number (e.g. TRAN 1X004 OR COMM 15000)
  - b. For transfer classes, students will provide a course syllabus or a course description.
  - c. For course substitutions, list the class that will be allowed to fulfill a requirement.
5. **Credit Hours** for substituted or transferred course should match what is listed on the GPS audit or student transcript.
6. **Term Taken** must indicate in which term the student completed the course that is being applied to the audit (e.g. F13, S14, M14.) Transfer students: Please include term it was taken at the host institution. For term refer to transcript in FlashFAST.
7. **"Apply to" (mark all that apply) and "Standard Equivalency":**
  - a. Please designate whether exception applies to Major, Minor or Other. Other can be used to designate classes to be applied to Kent Core, University, Foreign Language or Additional Requirements.
  - b. If an exception for a transfer class is to be considered for all students, please check "Standard Equivalency." UAC/Department Evaluator will make the decision of whether it is to be approved as such.
8. **Explanations/Comments** lines allow for further information if necessary.

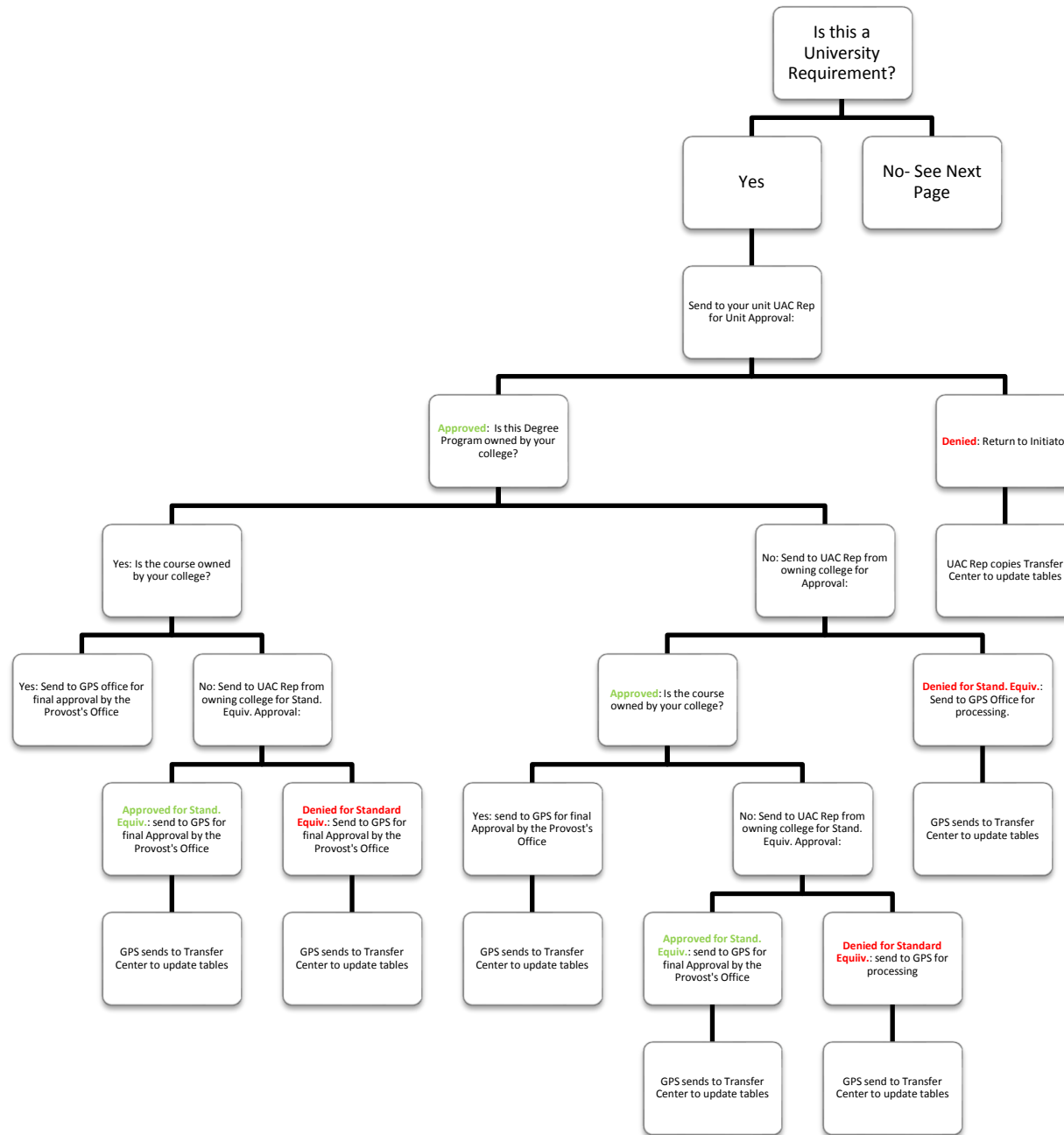
### Definition of Standard Equivalency:

A standard equivalency is a transfer course that has been approved to be articulated for all incoming students from the specified institution as a specific Kent State course. Once the course is approved to be a standard equivalency and is updated within the transfer tables no further exceptions will be needed. **Please note:** Standard equivalencies will be effective for students who have coursework articulated after the tables are updated. Students who have their coursework articulated prior to the transfer tables being updated may need an exception.

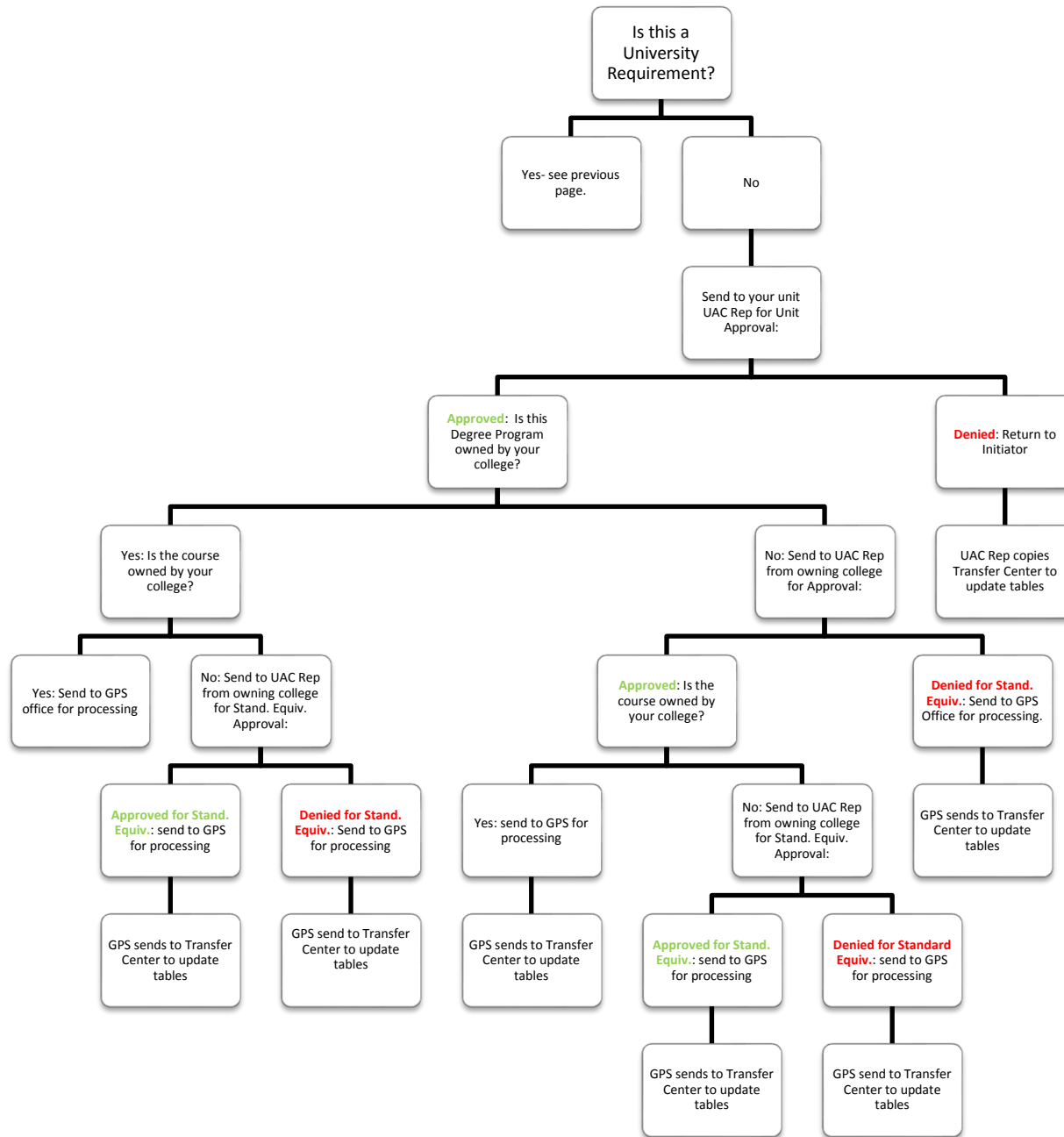
### Non-Standard Exceptions:



## Standard Equivalency for Transfer Courses ONLY:



## Standard Equivalency for Transfer Courses ONLY:



**\*NOTE 1:** If the exception is for a University Requirement AND a Non-University Requirement, follow the “University Requirement=Yes” track. However, if at any point this is denied as a University Requirement, you can still seek approval for the Non-University Requirement. (e.g. Exception is requested for ECON 1X007 to apply as ECON 22060 – in both the Kent Core and in the Major. If the Kent Core request is denied, the exception, pending proper approval, can still be approved for the major requirement.)

**\*NOTE 2:** The Transfer Center will update the tables with all approved standard equivalencies. The tables will also indicate courses that have been reviewed but were not granted an approval.

**\*NOTE 3:** Standard Exceptions for international institutions where there are unique course numbers/ departments will be included in the reevaluation process.

**\*NOTE 4:** Transfer courses from accredited US higher education institutions that can demonstrate via a catalog description and/or course syllabi that they met the general education or global/domestic diversity requirements at the originating institution can be given the corresponding attribute for the Kent Core or global/domestic diversity as a standard equivalency. Units can have their UAC representative sign the form, attaching the documentation, and send directly to the GPS Office for Provost review.

**\* NOTE 5:** University Requirements include: Cumulative GPA, Hours to Degree, Upper-Division, Residency, DKS: First Year Experience, Writing Intensive, Diversity, Experiential Learning Requirement, Kent Core

**\*NOTE 6:** A transfer class cannot be used to satisfy the Experiential Learning Requirement.

## University Articulation Representatives

College/Campus	Name	Title	Location	Phone Number	Email
<b>Architecture &amp; Environmental Design (AE)</b>	Evans, Pamela	Interim Assoc Dean	301 TLH	2-5833	<a href="mailto:Pevans3@kent.edu">Pevans3@kent.edu</a>
<b>Arts &amp; Sciences (AS)</b>	Haley, Mary Ann	Asst Dean, Arts & Sci	105 BOW	2-8968	<a href="mailto:mhaley@kent.edu">mhaley@kent.edu</a>
<b>Applied Engineering, Sustainability, &amp; Technology (AT)</b>	Nettey, Richmond	Assoc Dean, Technology	117 VDN	2-9476	<a href="mailto:inettey@kent.edu">inettey@kent.edu</a>
<b>Business Administration (BU)</b>	Sinclair-Colando, Elizabeth	Asst Dean, Business	107 BSA	2-1286	<a href="mailto:easincla@kent.edu">easincla@kent.edu</a>
<b>The Arts (CA)</b>	Lorenz, Ralph	Assoc Dean, the Arts	204 TLH	2-8383	<a href="mailto:rlorenz@kent.edu">rlorenz@kent.edu</a>
<b>Communication &amp; Information (CI)</b>	Hanson, Luett	Assoc Dean, Comm & Info	130 MOU	2-2950	<a href="mailto:lhanson@kent.edu">lhanson@kent.edu</a>
<b>Digital Sciences (DS)</b>	Walker, Robert	Director	236 MSB	2-9105	<a href="mailto:Rawalke1@kent.edu">Rawalke1@kent.edu</a>
<b>Education, Health, and Human Services (EH)</b>	Arhar, Joanne	Assoc Dean, Educ	304 WTH	2-0619	<a href="mailto:jarhar@kent.edu">jarhar@kent.edu</a>
<b>Nursing (NU)</b>	Motter, Tracey	Academic Program Dir., Sr	113 HDN	2-8784	<a href="mailto:Tmotter2@kent.edu">Tmotter2@kent.edu</a>
<b>Public Health (PH)</b>	Brewer, Thomas	Assoc Dean, Public Health	LRH	2-4703	<a href="mailto:Twbrewer@kent.edu">Twbrewer@kent.edu</a>
<b>Undergraduate Studies (US)</b>	Crutchfield, Nikki	Asst Dean, Stu Supp Serv	Olson Hall	2-0954	<a href="mailto:ncrutchf@kent.edu">ncrutchf@kent.edu</a>
<b>Regional College (RC)</b> (All Regional Campus Exceptions)	Thomas, Wanda	Assoc Provost	LIB, Executive Offices	2-2279	<a href="mailto:Wthomas4@kent.edu">Wthomas4@kent.edu</a>

**Principles and Procedures for the Petition and Approval of:**  
**Exceptions to Undergraduate Program Requirements**  
**Exceptions to University Requirements**  
**Re-evaluation of Transfer Credit**

All Kent State University undergraduates complete a high quality and academically rigorous curriculum, which includes overarching University requirements and specific requirements unique to each major, minor, or certificate. The University Catalog is the definitive source for all academic policies as well as program and university requirements.

Academic units are responsible for keeping their catalog information current and for ensuring advising practices reflect and are consistent with the catalog information.

Due to a variety of circumstances, exceptions may be granted to students for their major, minor, certificate, or university requirements. The responsible parties approving exceptions must ensure that they are made appropriately and consistently. Furthermore, transfer students come to Kent State with courses from a variety of institutions. In order to promote recruitment, retention, and graduation efforts as well as to advise these students appropriately, transfer student transcripts must be articulated in a timely manner. To facilitate this process, all transfer and articulation tables must be kept up-to-date, and faculty in the appropriate academic unit must evaluate transfer course equivalency requests with urgency.

Below are the principles and operational procedures to be followed for undergraduate program exceptions, university requirement exceptions and for re-evaluation of transfer credit at all Kent State campuses. Fair, equitable, and consistent treatment of all students is considered. However, every petition is evaluated based upon the student's individual circumstances. The issues examined and considered for exceptions are:

1. Competency implied by completion of related classes, or classes for which the required work is a prerequisite;
2. Interdependency and effect of multiple substitution/waivers on the integrity of the program;
3. Curricular flexibility in meeting the intent of the requirement (including program accreditation considerations);
4. Extenuating and documented personal circumstances;
5. Potential impact of setting precedence;
6. Flexibility and scheduling of courses to fulfill the requirement;
7. Impact of approving exceptions to University curricular requirements; and,
8. Contributing advising error.

**Exceptions to Undergraduate Program Requirements:**

**\*Please see flow chart for routing instructions.**

1. The program requirements of each major, minor or certificate are the responsibility of the faculty administering the program, via the appropriate curriculum committees.
2. Petitions filed after the start of the semester in which the student plans to graduate may cause a delay in graduation.
3. The student must contact his/her professional or faculty advisor or regional campus program coordinator to petition an exception and provide necessary documentation, e.g., syllabus. The exception form should not be submitted without this documentation.
4. Each college and campus will address petitions for program exceptions in a timely manner, i.e., within ten business days.
5. Advisors initiate the paperwork and notify students they are 'requesting' an exception and that they cannot 'approve' it at this time. Advisors submit the form to their University Articulation Committee (UAC) representative or his/her proxy. For Regional College degree programs, the request may come from either the Program Coordinator or advisor and should be sent directly to the Regional College Dean (RCD). For regional campus student requests to Kent Campus baccalaureate degree programs, regional campus advisors will follow the same procedures as the Kent Campus advisors and submit the request to the Kent Campus College UAC member.
6. The responsibility of the UAC member, RCD, or proxy will be to:
  - i. Approve or deny the request or contact appropriate department for review. If appropriate, he or she should forward onto the UAC member from the other college if the course is outside his or her own college.
  - ii. Ensure that decisions regarding the petitions for exceptions for major, minor, or certificate requirements are reviewed within ten business days of receiving the petition. It is strongly encouraged that petitions for course exceptions **be approved prior to the student enrolling in an alternative course in order to avoid delaying graduation.**
  - iii. If you are working with a transfer course; determine if the approved petition is a one-time or standard exception. Standard exceptions should be incorporated into the curriculum via the curriculum approval process as soon as possible to reduce further requests for the same exception and to be equitable to all students.
  - iv. In the event of mass exceptions for a unique situation, e.g., special course offering for a specific semester, the college will provide a rationale and list of students with Kent State IDs to the GPS Office for audit update.
  - v. Approved paperwork is sent electronically to the GPS Office at [exceptions@kent.edu](mailto:exceptions@kent.edu), which will apply the exception to the degree audit. GPS will then notify the student and the advisor/requestor when the exception has been applied.
  - vi. If the exception is denied by the UAC rep, they will notify the initiator of the status.
  - vii. UAC members should monitor the requests and if repeat requests are noted, they should suggest the academic unit make appropriate curricular changes. Exceptions repeated more than five times over the course of one year should be considered for

inclusion into the curriculum. (A report will be centrally provided by the GPS Office to the University Articulation Committee for this review.)

7. Students who want to appeal the decision should submit their request to their college UAC representative/RCD via his or her advisor. The UAC member will then discuss the case with the Provost's Office. The Office of the Provost will make the final decision. The appeal process will occur outside of the normal workflow.

### **Exceptions to University Requirements**

Undergraduate students are expected to satisfy all degree requirements defined in their Catalog under Undergraduate Degree Requirements. These requirements include:

1. Minimum number of hours to graduate
2. Minimum grade point average (GPA) to graduate
3. Minimum number of upper division hours
4. Kent State's Kent Core Curriculum
5. Kent State's First Year Experience Course
6. Kent State's writing-intensive course requirement
7. Kent State's experiential learning requirement (beginning 2012)
8. Kent State's residence requirement (i.e., minimum hours of Kent State coursework)
9. Kent State's diversity requirements
10. Limits to application of developmental (i.e., pre-college level) coursework as credit toward graduation.

In total, these requirements define a Kent State University degree. Information on these requirements and any related university-approved exceptions may be found in the University Catalog ([www.kent.edu/catalog](http://www.kent.edu/catalog)). There may be rare instances or extenuating circumstances in which additional exceptions may be granted.

1. Advisors initiate the paperwork and notify students they are 'requesting' an exception and that they cannot approve it at this time. Advisors submit the form to their University Articulation representative or his/her proxy. For Regional College degree programs, the request may come from either the Program Coordinator or advisor should be sent directly to the Regional College Dean.
2. The UAC member/RCD reviews the request and will send to the GPS office who will forward to the Provost's Office only those rare exceptions deemed appropriate. The UAC member/RCD is charged with ensuring that their graduates adhere to the University Requirements as detailed in the catalog and should conduct the first level review of the request.
3. Approved requests will be sent to the GPS Office, which will apply the exception to the degree audit. GPS will then notify the advisor/requestor when the exception has been applied. Requests not approved by the Provost's Office will be returned to the initiator.
4. If the exception is denied by the UAC rep, they will notify the initiator of the status.



5. Students who want to appeal the decision should submit their request to their college UAC representative/RCD via his or her advisor. The UAC member will then discuss the case with the Provost's Office. The Office of the Provost will make the final decision. The appeal process will occur outside of the normal workflow.

**Important Note: Having a course waived does NOT reduce the total number of credits required for graduation.**

### **Exceptions for Courses in REG**

If an exception is made for a course while it is still in REG status (meaning a grade has not yet been earned for the course), the exception will complete the requirement, regardless of the grade earned in the course. In order to prevent failing or unsatisfactory grades from counting in the audit, the following procedures will be followed:

1. Units will clearly mark the courses that they are asking exceptions for that are currently in REG.
2. Units will submit exceptions through the regular process.
3. Once the GPS team receives the exception they will:
  - a. Email the student, initiator, and primary advisor (if different from initiator) to notify them if the exception is approved ***pending satisfactory completion of the course.***
  - b. Enter a note on the audit stating that there is an exception pending for a course in REG (*pending satisfactory completion of the course*).

EX. Pending the successful completion of \_\_\_\_\_ it will be applied as \_\_\_\_\_.

4. Once the term is complete, the GPS analysts will review their exceptions.
  - a. If the grade is passing for the program:
    - i. The exception will be processed.
    - ii. No further notifications will be sent to the student, initiator, and primary advisor (if different from initiator)
    - iii. The note will be removed from the audit.
  - b. If the grade is not satisfactory:
    - i. The Analysts will not enter the exception but will notify via email the initiator and the primary advisor (if different from initiator) that the exception was not made.
    - ii. The note will be removed from the audit.

### **Re-evaluation of Transfer Credit**

Principles have been established to ensure that all applicable transfer credit is awarded equitably and uniformly to transfer students. To promote transfer student recruitment and retention efforts and keep the transfer and articulation tables accurate, academic units should review transfer credit re-evaluation petitions in a timely manner, which is considered ten business days.

Principles guiding the award of transfer credit include:

1. Equivalent credit is defined as 70 percent of common course content between the two courses under consideration.
2. An initial Transfer Evaluation should be completed prior to requesting a petition for an exception.
3. Denied equivalency should be indicated to avoid repeated reviews of the same course.
4. Only institutions recognized as being Regionally Accredited as postsecondary institutions will be considered for equivalent credit.
5. Programs with specialized accreditation may need to review transfer courses based on criteria established by the accreditation agency. However, every legitimate effort should be made to articulate transfer credit.
6. Credits from non-accredited institutions may be reviewed based upon extenuating circumstances such as accredited programs or technical courses approved by the Ohio Board of Regents.
7. Students under an institutional articulation agreement must follow the terms of that agreement. Questions should be directed to the Transfer Center.

#### **College and Campus Procedures for Requesting Re-Evaluation of Transfer Credit:**

1. The Transfer Center does an initial articulation of transfer students' transcripts. Courses that do not articulate directly to courses in the Kent State curriculum are identified with a specific non-equivalent course. In the event of a student's change of program, re-evaluation of transfer credit applicability should be completed by the receiving unit before the GPS Plan is created.
2. An advisor communicates with the Transfer Student to review these non-equivalent courses to see if there are any potential one-time substitutions or if there are any standard equivalencies that should be put on the transfer tables. Advisors and/or program coordinators ensure that appropriate documentation is received from the student (e.g., syllabus) and then send a petition request to the college UAC representative or the RCD for review. If the advisor conducts a thorough review of a student's non-equivalent transfer courses prior to the end of the student's first semester of study, the student will be rearticulated (i.e., reprocessed by the Transfer Center) so all changes will be reflected on the transcript.
3. UAC member/RCD should follow up with the appropriate department to ensure that the decision about standard equivalency is addressed in a timely manner.
4. Courses that meet general education requirements or diversity requirements at the sending institution will receive the corresponding attribute at Kent State. Experiential Learning requirement must be done in residence so transfer courses will not receive the ELR attribute. Application of an attribute is based on the catalog in force when the course is evaluated and not when the course was taken.

5. Kent State University is mandated by OBR to honor all Transfer Assurance Guides (TAGs), Career and Technical Assurance Guidelines (CTAG) courses and the Ohio Transfer Module.
6. If there is a one-time exception, attribute, or a standard equivalency, the UAC member/RCD should electronically send the approved request to the GPS Office at [exceptions@kent.edu](mailto:exceptions@kent.edu), which will apply the exception to the degree audit.
7. If there is a standard equivalency, GPS Office will forward the exception to the Transfer Center. The Transfer Center will see that the articulation tables are updated as needed. If this occurs prior to the end of the student's first semester of study, the student may be rearticulated (i.e., reprocessed by the Transfer Center) so all changes will be reflected on the transcript.
8. Students who want to appeal the decision should submit their request to their college UAC representative/RCD via his or her advisor. The UAC member will then discuss the case with the Provost's Office. The Office of the Provost will make the final decision. The appeal process will occur outside of the normal workflow.