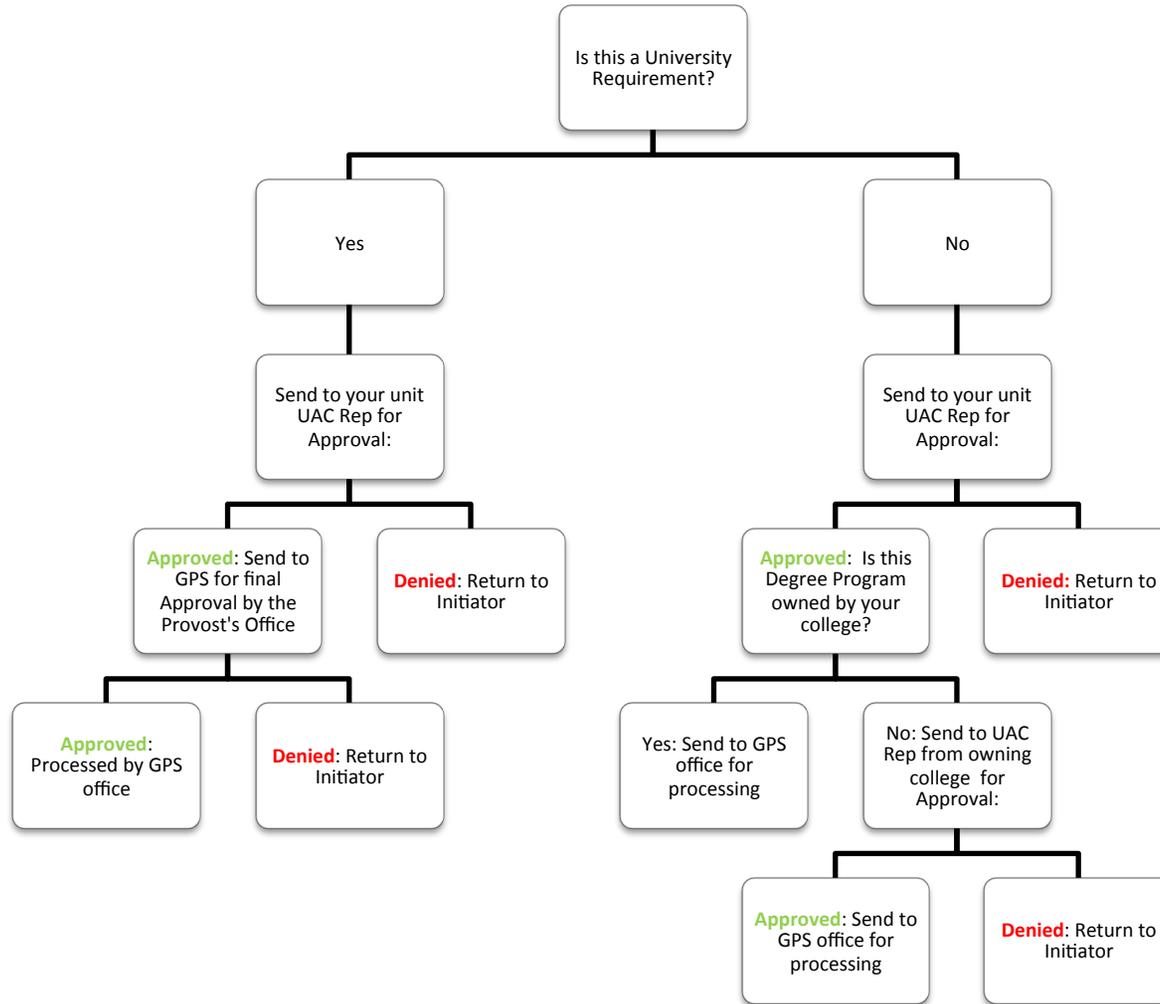


## Petition for Exception to Graduate Program Requirements Form Instructions

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. 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):** Please designate whether exception applies to Major, Minor or Other. Other can be used to designate classes to be applied to University or Additional Requirements.
8. **Explanations/Comments** lines allow for further information if necessary.

## Exceptions Flowchart:



**NOTE: University Requirements include: Cumulative GPA, Hours to Degree, Workshops, minimum grade in a course, Residency.**

## Graduate Level 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>	Rollyson, Matt	Asst Dean, Comm & Info	130 MOU	2-2950	<a href="mailto:mrollyso@kent.edu">mrollyso@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>

## **Principles and Procedures for the Petition and Approval of: Exceptions to Graduate Program Requirements Exceptions to University Requirements**

All Kent State University graduates 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.

Below are the principles and operational procedures to be followed for graduate program exceptions and university requirement exceptions. 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 Graduate 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 to petition an exception and provide necessary documentation, e.g., syllabus if appropriate. The exception form should not be submitted without this documentation.
4. Each college 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.
6. The responsibility of the UAC member, 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 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**

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

1. Minimum number of hours to graduate
2. Minimum grade point average (GPA) to graduate
3. Minimum grades allowed in individual courses
4. Kent State's residence requirement (i.e., minimum hours of Kent State coursework)
5. Maximum number of workshop hours allowed

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.
2. The UAC member 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 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 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.