



PETITION FOR EXCEPTION TO PROGRAM/POLICY REQUIREMENTS

Use this form if you wish to be exempted from certain program requirements or to make course substitutions within your academic program. NOTE: This form must be submitted at the conclusion of the Add/Drop period of a student's final semester at Lyndon.

Procedure:

- 1. This form must be submitted to the Registrar's Office at the conclusion of the Add/Drop period of a student's final semester at Lyndon.
2. The student is to complete Parts I and II and give to his/her advisor.
3. The advisor will submit the form for a departmental vote. If necessary, the form will be sent to the department offering the substituted course. One of the two departments will then submit it to the GEU and/or Academic Standards Committee for their vote as necessary.
4. The student will be notified of the Academic Standards Committee action and has the right to appeal that decision (see Ac. Policy 151, XIII).

Part I

Name: Student ID#: LSC Box #:

Email Address:

Major: Catalog Year:

Part II

A. Requirement for Major Other Graduation requirement GEU requirement

B. Course or requirement to be waived:

C. I wish to be exempted from the above course or requirement on the basis of:

1. Replacement course taken at:

a) LSC (course number, title, credits, and semester/year)

b) another institution (course number, title, institution, credits, and semester/year)

2. Previous work or learning (Please attach—for further information, see reverse side).

3. I wish to be exempted from the Residency Requirement (30 of the last 39 credits). List the courses that you hope to take at another institution. Also, please attach a detailed explanation for your requested exemption.

[Blank lines for course list and explanation]

5. Other: (Please explain in detail.)

D. Reason and/or justification for request (attach additional pages if needed).

Student Signature: Date:

Documentation for Previous Work or Learning

Clear and convincing evidence of work done and learning achieved must be attached to this sheet. If learning has been gained through work experience, documentation must specify the time spent, quality and nature of work, and types of learning. If a test has been taken, official test scores must be included. Also you must write a statement describing what you did, where, and for how long, and what you feel you learned from this work or experience. All documentation must include appropriate signatures.

Acceptable types of documentations may include:

1. Letters verifying professional observation of student's performance. The person preparing the letter should have directly observed the student. Letters should evaluate both quality and quantity of experience.
2. The product (reports, musical compositions, work samples, paintings, photographs).
3. Interviews (written evaluation by the interviewer).
4. Written examinations (essays or objective).
5. Performance tests (typing, etc.).
6. Simulations (written evaluation by expert observer).

Part III

Student's Major Department

Advisor's Signature: _____ Date: ____/____/____

approved disapproved Rationale: _____

Expected date of graduation: _____ Last semester student could enroll in this course : _____
semester/year

Chair's Signature: _____ Date: ____/____/____

Mandatory Department Vote: # approved _____ # disapproved _____

Rationale: _____

Registrar's Signature: _____ Date: ____/____/____

Department or GEU Offering Substituted Course

Chair's/GEU's Signature: _____ Date: ____/____/____

Mandatory Department Vote: # approved _____ # disapproved _____

Rationale: _____

Part IV Academic Standards Committee

Chair's Signature: _____ Date: ____/____/____

Committee Vote: # approved _____ # disapproved _____

Rationale: _____