

Process for Granting Exceptions to the Institutional Core Requirements for Associate Degrees

Core exceptions will be granted only as a result of verifiable college error, e.g. inappropriate advising, inaccurate printed materials.

A student who wishes to formally appeal a determination that the Core requirement for an Associate degree has not been met, should appeal initially to the Department Chair of the Department offering the curriculum. The Chair should apply the following parameters in making a determination that an exception to current policy is warranted:

1. Even if a college error has been documented, if the student has the time and ability to take the course(s) necessary to satisfy the requirement, the course(s) should be completed.
2. The College does not waive a core requirement. In cases described in #1 above, substitutions are allowed only after consultation with the Chair of the department offering the core course for which a substitution will be made.

If the Chair determines that an exception is warranted, a recommendation should be sent to the Dean of the Division. The recommendation should include the student's name and student number, a brief summary of the situation and the reason(s) for the recommendation, and any other relevant documentation. If the Dean concurs with the Chair's recommendation, a recommendation should be sent to the Academic Affairs Office. The recommendation will be reviewed, and if any concerns arise, the matter will be further discussed with the Dean. If the recommendation is accepted, the Academic Affairs Office will inform the Registrar of the exception in writing with a copy to the Dean, and will also send written notification to the student with a copy to the Registrar.

The Chair notifies the student if the Chair believes an exception is not warranted. The student may appeal the Chair's decision to the Dean. If the Dean agrees with the Chair's decision, the Dean notifies the student. If the Dean does not agree with the Chair's decision, the Dean will forward a recommendation to the Academic Affairs Office.

The final decision for granting exceptions to the institutional core requirements rests with the Academic Affairs Office.

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