

AUTHORIZATION FOR ACADEMIC RULE EXCEPTIONS Revised 10/2015

VICE PRESIDENT FOR FACULTY DEVELOPMENT AND ADVANCEMENT

EXCEPTION	ACTION/APPROVAL		NOTES
	ACADEMIC DEAN	VICE PRESIDENT FOR FACULTY DEVELOPMENT & ADVANCEMENT	
Overload policy (undergraduates & graduates)	Exceptions up to 21 hours.	Exceptions over 21 hours.	Exceptions very rare.
<i>Criteria:</i> GPA, rigor of course load, # credits from degree completion, emergency situation.			
Policy on S-U Grading	Academic Dean to make all exceptions for students below a 2.5 GPA and extensions beyond 7 th week deadline.		Dean's office submits revised S-U form or memo to the Office of the Registrar.
Temporary Grade-type Modification	Graded to S/U for individual student	S/U to Graded for individual student or class; graded to S/U for class	Permanent changes in grade type go through University Curriculum Committee.
Final 30 hours in residence	Makes exceptions for up to six hours of last 30 hours to be taken at another accredited senior institution or by correspondence.	Makes emergency exceptions for more than 6 hours of the last 30 hours, exceptions that involve community college credit or if student has fewer than 30 hours at FSU (extremely rare).	Deans submit a signed recommendation to the Office of Faculty Development and Advancement with a copy of the student's petition for an emergency exception, including relevant documentation. Memo should include: number of hours requesting to be exempted, total hours earned at FSU; total hours at other institutions (indicate type of institution); total hours needed to complete degree requirements; expected graduation date; number of the last 30 hours to be taken in residence; how the exempted hours would be taken; and nature of the emergency or educational opportunity.
<i>Criteria:</i> Requested in advance, student has at least 30 credits at FSU, serious family crisis including financial hardship, illness or other catastrophic event, to take advantage of an unusual educational opportunity, other extraordinary circumstances beyond the student's control.			
Completion of half of the major courses at FSU	Makes exceptions in specific circumstances (see criteria below).		
<i>Criteria:</i> Prior approval of academic dean, serious family crisis including financial hardship, illness or other catastrophic event, an unusual educational opportunity, other extraordinary circumstances beyond the student's control.			
45 credits of 3000-4000 level coursework		Makes all exceptions, which are rare except when course leveling is a factor.	Memo with documentation to OFDA.
45 hour test credit limit	Dean writes memo to request additional test credit be accepted	Makes all exceptions.	Additional CLEP credit will be considered.
9 Summer Hours Earned Prior to Graduation		Makes exceptions as the President's designated authority upon recommendation of Baccalaureate Dean. For the form, see OFDA website (http://fda.fsu.edu) under "Academics." Complete and submit to OFDA.	Effective fall 2011, 9 hours of accelerated credit will not exempt a student from this requirement. Students who transfer to FSU with 60 or more credits, including high school AAs, are exempt.

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VICE PRESIDENT FOR FACULTY DEVELOPMENT AND ADVANCEMENT (continued)

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Re-evaluation of undergraduate credits more than 10 years old	Makes all exceptions.		Registrar's Office will assist deans in documenting course content.
Academic Dismissal/Reinstatement	May reinstate after first dismissal, taking care that the circumstances make it possible for student to succeed in the first semester of re-enrollment.		
<i>Criteria:</i> Substantive change in circumstances (e.g., health, financial situation, support) that will make academic progress more likely (Registrar decisions).			
Dismissal from Program for Other than Grades (to include failure to pass preliminary examination, professional/ethical standard violations in programs such as Social Work, Nursing, Motion Picture Arts)	Makes all decisions in accordance with the criteria below.		Allowed under certain limited circumstances based on lack of academic progress in graduate program or lack of competencies related to professional role. Must contact Jennifer Buchanan (jbuchanan@admin.fsu.edu) and Kim Barber (kabarber@admin.fsu.edu) in all cases and also Judy Devine (jdevine@admin.fsu.edu) if graduate student is involved.
<i>Criteria:</i> Clear, concrete feedback on deficiencies and a reasonable time in which to correct those deficiencies.			
Multiple Readmissions	If cleared by Admissions, may readmit after first two withdrawals.		After third and subsequent withdrawals, Multiple Readmissions Committee reviews and makes recommendation to dean.
<i>Criteria:</i> Substantive change in circumstances (e.g., health, financial situation, support) that will make academic progress more likely (Multiple Readmissions Committee decisions).			
Taking initiative to place students on the graduation list	Determines eligibility based on completion of degree requirements and may place student on graduation list, then award the degree.		Student may appeal within 10 class days to committee composed of student's academic dean, Dean of Undergraduate Studies or Dean of Graduate School. Committee decision is final.
<i>Criteria:</i> Evidence that student needs to continue enrollment in order to pursue specific and legitimate academic goals. Reasons such as desire to continue financial aid, participate in student activities, and retain access to student services are not considered legitimate.			

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VICE PRESIDENT FOR FACULTY DEVELOPMENT AND ADVANCEMENT (continued)

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Final Examinations	Approval of dean in school or college where the course is taught is required to change an exam time for an individual student. See Bulletin or Final Exam Memo under "Academics" at the OFDA website (http://fda.fsu.edu) for details.		Undergraduate Policy Committee makes exceptions for an entire class. See Bulletin or Final Exam Memo under "Academics" at the OFDA website (http://fda.fsu.edu) for details.
Student's Withdrawal	Deans determine approval of a withdrawal.		Student initiates action in Withdrawal Services. University Refund Committee determines fee liability.
Late Course Drops	Deans give approval and have authority to determine grade liability and recommend waiver of fee liability to Registrar.		
<p><i>Criteria for both late drops and withdrawals:</i> No student can withdraw or drop after the 12th week (or summer equivalent) without the Dean's permission. Documented exceptional circumstances beyond student's control.</p> <p>In the absence of documented exceptional circumstances beyond the student's control, late course drops or withdrawals will not be approved on the basis of the following reasons:</p> <ul style="list-style-type: none"> • The student is changing majors and no longer needs the courses • Protecting the student's GPA from future grades • Improving the student's GPA by dropping past grades • Avoiding an allegation of academic dishonesty <p>A course can NEVER be dropped when Academic Honor Policy charges are pending or when student has signed a Step 1/been found "responsible" for charge.</p>			
TCC/ GCCC/FAMU – FSU Co-op Program	Approval. Prior to approval, student should receive advising for proper course enrollment.		
Major Course Work Variations	Makes exceptions, in consultation with departments.		Substitution of alternate course for required course.
Acceptance of Credits Earned While Non-degree-seeking	Authorizes up to 12 graduate and 15 undergraduate credits		Student petitions dean; dean memos Registrar.
Course Credit Modifications	May modify credit down for individual students	Considers all requests for modification up	Memo to OFDA

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DEAN OF THE GRADUATE SCHOOL

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Academic Load Requirements for Graduate Assistantships		Makes all exceptions.	Department and Academic Dean review and forward by memo to Graduate School.
Continuance as graduate student beyond time limit for degree completion		Makes all exceptions	Department and Academic Dean review and forward by memo to Graduate School.
Graduation without grade point average of B		Makes all exceptions.	Department reviews and sends request for approval to Dean of Graduate School.
Transfer credit	Authorizes up to 6 credits (may be more if graduate program exceeds 32 hours).		Department and Academic Dean review. Memo to Admissions.
Limitation on transfer hours for a degree program		Makes all exceptions.	Department and Academic Dean review.
Readmission and reinstatement of graduate students	Makes all decisions, but only one semester of probation allowed.	Coordinates appeals of admission and readmission (see notes).	When student is not in good academic standing, there is no appeal of the readmission decision. Student who left while on dismissal must submit a readmission application. However, the application will not be reviewed unless the academic dean at the time of the dismissal approves a reinstatement to continue. When student is in good academic standing, Dean of Graduate School coordinates appeal process per Bulletin guidelines.
Conversion of DIS credits to dissertation credits		Considers requests to back up candidacy date.	

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DEAN OF UNDERGRADUATE STUDIES			
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English Composition and Quantitative courses used to meet General Education Requirements		Makes all exceptions.	
Diversity requirement	Makes all exceptions.		Course substitutions only; no waiver of requirement.
<i>Criteria</i>	Issues of race, class, or gender (y) or cultural variation (X) must be central to course.		
Computer competency	Makes all exceptions.		Academic departments make all exceptions. Course substitutions only; no waiver of requirement.
<i>Criteria</i>	Substitute course must meet college, department and UPC standards.		
Oral communication competency	Makes all exceptions.		
<i>Criteria</i>	Substitute courses must include formal instruction and feedback in public speaking and require original student oral presentations.		
Non-Statewide Core General Education Coursework	Makes all exceptions.		
Statewide Core General Education Coursework		Makes all exceptions.	
E-Series Coursework		Makes all exceptions.	
Scholarship in Practice	Makes all exceptions.		
Upper Division Writing Competency	Makes all exceptions.		
Natural Science Lab	Makes all exceptions.		
Writing requirement (old Gordon Rule)		Makes all exceptions.	Course substitutions only; no waiver of requirement. Academic Deans should email recommendation to Dean of Undergraduate Studies with documentation of course content and word count (where appropriate).
<i>Criteria</i>	Course content will be compared to FSU Liberal Studies standards.		
Excess Credit Hours Audit	Determines applicability of credits to degree.		

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