



Policy on Exceptions to Graduate School Policies

Effective:	August 18, 2014
Responsible Executive:	Dean of the Graduate School
Applicability:	Graduate Students
Review By:	August 2022

Exceptions may be made to policies of the Graduate School under special circumstances. A person wishing to request an exception should write a letter to the dean of the Graduate School stating the nature of the request and the reasons for it. If a student is making the request, the letter should be submitted first to the major professor, who will write a letter of recommendation. Both letters go to the department head. If a member of the faculty is making the request, the letter goes to the department head, who will write a letter of recommendation. All letters go to the associated college/school dean for approval. Letters and comments then are forwarded to the dean of the Graduate School. A request for an extension of time to meet degree requirements must be justified. It must be accompanied by a proposed schedule for completion and assurance that the student is current in subjects included in the plan of study.