

CAMPUS BOX 3550
TATE-TURNER-KURALT BUILDING
CHAPEL HILL, NC 27599-3550

T 919.962.1225 http://ssw.unc.edu

Policy and Procedure for Approval of Exceptions to Classroom Policy and Specialization Curriculum Course Requirements

Exceptions to Specialization Curriculum courses are granted when students can demonstrate that courses taken elsewhere closely replicate required course content. Exceptions make it possible for students to customize their Plans of Study by substituting courses not listed as an option to meet Specialization Curriculum requirements. No exceptions are offered for generalist courses or field requirements in either the Generalist or Specialization Curricula.

The procedure is as follows:

b. Deny the request.

1.	Student consults with their faculty advisor to discuss the basis of the request for a course exception.
2.	If the advisor concurs that the request seems appropriate, the student
	Completes and signs this Exception Form (the student should be sure to state the specific request and the rationale for the request, including how the exemption related to their educational plan of study and learning goals)
	Obtains the faculty advisor's signature; and
	Submits the form to the appropriate Concentration Chair.
3.	The Chair has the following options:
	a Support the request sign the form and forward it for final review and approval

4. Approved Exception forms will then go to the Senior Associate Dean for Academic Affairs for final review and approval. The student will be notified of the outcome, and the exception request will be filed in the student's record.



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Exception to Specialization Curriculum/ Course Requirements Form

Student Name		
Nature of Request:		
Exception in: DP CMPP		
Exception Request and Rationale:		_
		_
Faculty Advisor's Comments:		
Concentration Chair Comments and Decision:_		
		_
Student Signature	Date	
Faculty Advisor Signature	Date	
Concentration Chair Signature	Date	
Senior Associate Dean for Academic Affairs	Date	