

<b>FLORIDA</b>	<b>OFFICIAL</b>
<b>POLYTECHNIC</b>	<b>UNIVERSITY</b>
<b>UNIVERSITY</b>	<b>ACADEMIC POLICY</b>

<b>Subject/Title:</b> Request for Exception to Graduate Program Requirements
<b>FPU Policy Number:</b> FPU-5.00745AP
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
<b>Date First Adopted:</b> March 7, 2017
<b>Date Revised:</b>
<b>Responsible Division/Department:</b> Academic Affairs
<b>Initiating Authority:</b> Elhami Nasr, Vice Provost of Academic Affairs

**A. APPLICABILITY/ACCOUNTABILITY:**

This policy applies to all graduate students enrolled at the University and governs a graduate student's request for an exception to a graduate program requirement. This policy does not apply to exceptions or waivers that are addressed in other official University policies and/or regulations.

**B. POLICY STATEMENT:**

A graduate student may request an exception to a graduate program requirement. Exceptions are granted on an individual basis when adequately justified. An exception will not be granted if doing so will result in lowering the overall quality of the graduate program.

**C. PROCEDURES:**

1. The student must complete the Request for Exception to a Graduate Program Requirement form and accompanying letter and obtain approval and signatures from the student's Faculty Advisor and the Graduate Program Coordinator for the student's respective program. The student's accompanying letter must include a clear statement of what the student is requesting and why the student's request should be granted.
2. The student submits the signed and completed Request for Exception to a Graduate Program Requirement and accompanying letter to the Provost.
3. The Provost or his/her designee reviews the student's Request for Exception to Graduate Program Requirement Petition and accompanying letter and makes a final decision regarding the student's request.
4. The Provost or his/her designee notifies the student of the final decision.
5. The Provost or his/her designee submits the student's Exception to Graduate Program Requirement Petition to the Office of the University Registrar.
6. The Registrar makes a note of the approval of the student's request in the student's academic record.

ACADEMIC POLICY APPROVAL

Academic Policy No.: FPU-5.00745AP

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Initiating Authority

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Date

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Policies & Procedures Committee Chair

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Date

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Vice President of Academic Affairs

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Date

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President/Designee

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Date

Approved by FPU BOT, if required

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Date

**EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE  
OFFICE OF THE GENERAL COUNSEL**