

Course-related Exceptions	Approvers			
	Courses in CNR	Courses in CPS	Courses in COFAC	Courses in COLS
Late Course Adds – after the 8 th day of classes through finals week (prorated for shorter sessions)	Instructor, Advisor & Assoc. Dean or designee (PSEN: Biasca)	Instructor, Advisor & Assistant Dean or designee**	Instructor, Advisor & Dept. Chair/Assistant Dean	Instructor, Advisor & Dept. Chair
W-Drops of courses – after the 8 th day until end of the 10 th week (prorated for shorter sessions)	Instructor & Advisor			
Late Course Drop Appeals - after the W-drop deadline	Academic Appeals Committee			
Change from credit to audit or vice versa after the 8th day of classes	Instructor, Advisor & Assoc. Dean or designee (PSEN: Biasca)	Instructor, Advisor & Assistant Dean or designee**	Instructor, Advisor & Dept. Chair/Assistant Dean	Instructor, Advisor, Dept. Chair & Assistant Dean
Change of grade	Instructor & Assoc. Dean (PSEN: Instructor, Biasca & Lackey)	Instructor & Assistant Dean	Instructor, Dept. Chair, & Dean	Instructor, Dept. Chair, & Assistant Dean
Extend time (after 1st extension by chair) to remove incomplete grade	Assoc. Dean	Advisor & Assistant Dean or designee**	Dean	Assistant Dean
Change to P/F grading through add/drop period	Instructor, Advisor & Assoc. Dean or designee (PSEN: Biasca)	Instructor, Advisor & Assistant Dean or designee**	Instructor, Advisor & Dept. Chair/Assistant Dean	Instructor, Advisor & Dept. Chair
Change to Pass/Fail grading after the add/drop period	Academic Appeals Committee			
Approve repeats	Advisor & Dept. Chair or Kubish (PSEN: Advisor & Biasca)	Advisor & Assistant Dean or designee**	Advisor & Dept. Chair/Assistant Dean	Advisor & Dept. Chair

****CPS Assistant Dean Designees**

School of Education: Maggie Beeber

School of Business & Economics: Max Trzebiatowski

School of Health Sciences and Wellness designees by major:

CLS, HIMT, HS, Pre-Nursing, RN to BSN Completion – Tiffany Akins

FN, Dietetics, FCS, HWM, HPW, Sust. Food Nutr. – Becky Konietzki

CSD – Sondra Reynolds

Dept. Chair is the chair of the Department in which the course is offered.

Dean/Asst. Dean/Assoc. Dean signifies the dean of the college in which the course is offered.

Program Exceptions	Approvers			
	Majors in CNR	Majors in CPS	Majors in COFAC	Majors in COLS
Complete Withdrawal appeals - after the W-drop deadline	Academic Appeals Committee			
Register for credit overloads of 18-20 credits	Assoc. Dean (m), advisor or Kubish	Assistant Dean or designee (m)**; or advisor	Dept. Chair/ Assistant Dean(m), or advisor	Dept. Chair(m) or advisor
Register for credit overloads of 21+ credits; and Summer and Winterim	Assoc. Dean (m)	Assistant Dean or designee (m)**	Dean (m)	Assistant Dean (m)
Register for credit load beyond 12 when developmental courses not satisfied prior to 30 credits	Assoc. Dean (m) or Kubish	Assistant Dean or designee (m)**	Dept. Chair/Assistant Dean(m)	Dept. Chair(m)
Waive or Substitute GEP courses	Advisor, Dept. Chair (m), Assoc. Dean (m) & Assoc. Dean UC	Advisor, Assistant Dean or designee (m)** , & Assoc. Dean UC (SHSW: Assistant Dean Rebecca Sommer must approve)	Advisor, Dept. Chair/ Assistant Dean(m), Dean (m) & Assoc. Dean UC	Advisor, Dept. Chair (m), Asst. Dean (m) & Assoc. Dean UC
Waive or Substitute AAS Courses	AAS Coordinator			
Waive or Substitute Major or Minor courses	Assoc. Dean (m) or Kubish	Assistant Dean or designee (m)**	Dept. Chair/ Assistant Dean(m)	Dept. Chair(m)
Waive 40 upper level credit rule	Assoc. Dean (m) or Kubish	Assistant Dean or designee (m)**	Dean (m)	Assistant Dean (m)
Waive 165 credit rule	Assoc. Dean (m)	Assistant Dean or designee (m)**	Dean (m)	Assistant Dean (m)
Allow athletes to go below full-time status	Athletic Director			

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(m) Indicates authority based on major, e.g. “Dean (m)” means the dean of the college/school of the student’s major.

Undeclared majors and general AAS students are considered to be in the College of Letters and Science, School of Humanities and Global Studies for approvals, and need their advisor’s approval in lieu of Dept. Chair (m).