

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

**\*\*CPS Assistant Dean Designees**

School of Education.....	Maggie Beeber
Sentry School of Business & Economics.....	Max Trzebiatowski
School of Health Sciences and Wellness designees by major:	
CLS, HIMI, HSW, Pre-Nursing, RN to BSN Completion.....	Jeff Christensen
FN, Dietetics, FCS, HWM, Sustainable Food & Nutrition.....	Becky Konietzki
Communication Sciences & Disorders.....	Sarah Andersen

**\*CNR Associate Dean Designees**

Paper Science and Engineering, Chemical Engineering.....	Karyn Biasca
All other CNR programs.....	Katie Youngberg/Grace Kober

- (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).
- Dean/Assoc. Dean/Asst. Dean/Dept. Chair signifies the representative of the college/dept. in which the course is offered.

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

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