**General Guidelines for  
Proposal for an Exception to an Academic Policy**

* This form is used to propose an exception to a university academic policy such as those included in the Academic Requirements and Regulations section of the undergraduate catalog.
* A proposal for an exception to a policy at the program or college/school/department/unit level should be submitted using the proposal to revise a program.
* Proposals for exceptions to academic policies are **action items**.
* **Item 1** should briefly state the proposed policy exception.
* **Item 2** should state the current policy as printed in the catalog.
* **Item 3** should state the proposed policy to be printed in the catalog and proposed section of the catalog to print the policy.
* **Item 4** should cite specific justification for the exception including supporting data, if appropriate.
* **Item 5** should indicate any existing policies that may be affected by this exception, including the impact upon the populations that may be affected. Note that exceptions to academic policies may impact non-academic policies.
* **Item 6** should indicate when the proposed revision goes into effect and any special provisions for currently enrolled students.

Proposal Date:

**College Name**

**Department/Division Name**

**Proposal for an Exception to an Academic Policy**

**(Action Item)**

Contact Person: Name, email, phone

**1. Identification of proposed policy exception:**

**2. Catalog statement of existing academic policy:**

**3. Catalog statement of proposed policy exception (changes in italics):**

1. Proposed catalog policy:
2. Proposed catalog section:

**4. Rationale for proposed policy exception:**

**5. Impact of proposed policy exception on existing academic or non-academic policies:**

**6. Proposed term of implementation:**

**7. Dates of prior committee approvals:**

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| Department/ Unit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| \_\_\_\_\_\_\_\_\_College Curriculum Committee (if applicable) |  |
| UCC Academic Policy Subcommittee (if applicable) |  |
| Undergraduate Curriculum Committee |  |
| University Senate |  |