Exceptions and Appeals: Undergraduate #340.140

<table>
<thead>
<tr>
<th>INITIAL EFFECTIVE DATE:</th>
<th>LAST REVISION DATE:</th>
<th>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</th>
</tr>
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<td>June 29, 1994</td>
<td>November 17, 2020</td>
<td>Academic Affairs</td>
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**POLICY STATEMENT**

Exceptions to undergraduate academic policies and procedures must be approved by the degree granting program, the appropriate academic dean, and the Provost or designee.

A decision to deny the exception may be appealed through a written petition (e.g., Department Chair, Dean, Provost designee).

**SCOPE**

This policy applies to undergraduate students, advisors, program faculty, and administrators.

**REASON FOR POLICY**

To state the exceptions and appeals to undergraduate academic policies and procedures.

**ROLES AND RESPONSIBILITIES**

Students: Meet with advisor/faculty to discuss need for policy exception or appeal.

Advisor/Faculty: Assist student in creating an exception or appeal for department chair approval.

Department Chair: Reviews request for exception or appeal and upon approval, submits to the academic dean.

Dean: Reviews request for exception or appeal and upon approval, submits to the Provost or designee.

Provost or Designee: Reviews request for exception or appeal and notifies the student and the appropriate unit(s) of the final decision.
## CONTACTS

RESPONSIBLE ADMINISTRATIVE OVERSIGHT
Office of the Provost
Florida International University
11200 S.W. Eighth Street - PC 526
305-348-2151

## HISTORY

**Initial Effective Date**: June 29, 1994  
**Review Dates** (review performed, no updates): N/A  
**Revision Dates** (updates made to document): March 26, 2008; November 17, 2020