

<i>Policy:</i>	<i>Issued:</i> 9/8/09	<i>Revised:</i>	<i>Page 1 of 2</i>
<b>Taking Courses Outside of Accepted Pathway</b>			

In extraordinary circumstances students may petition to enroll in required courses offered outside of the pathway into which they have been accepted. This policy describes the process for initiating such petitions, and the administrative authority for acting on them.

### **Single Courses or Short Term Pathway Change**

Students wishing to petition to enroll in a single required course outside of their accepted pathway, or in all required courses outside of their accepted pathway for no longer than one semester, must do the following:

- Ensure that the need is based on an extraordinary circumstance beyond the student's control, and that other approaches to addressing the circumstance would be ineffective or disadvantageous to learning.
- Consult with the academic advisor to secure his/her approval of the request.
- Submit a written petition documenting the need for an isolated or temporary change of pathway to the Assistant/Associate Dean for Academic Affairs. The petition may include a statement from the academic advisor in addition to the student's statement.

Upon receipt of a written petition, the Assistant/Associate Dean for Academic Affairs will consult with the academic advisor and any other individuals deemed important to the ability to reach a decision. The Assistant/Associate Dean for Academic Affairs will communicate the decision to the student and his/her academic advisor in writing, and a copy of the student's petition and the written notification will be retained in the student's file. The decision of the Assistant/Associate Dean for Academic Affairs is final.

If a student's petition to enroll in required courses outside of his/her accepted pathway is approved, all pertinent faculty, department Chairs, School or University Offices, and administrators will be notified by the Assistant/Associate Dean for Academic Affairs.

### **Pathway Change**

Students are expected to complete their professional course of study via the pathway into which they were admitted. A change of pathway is not permitted except in the most compelling of circumstances, and can then only be allowed if there is a vacancy in the class into which the student wishes to transfer. No student will be allowed to change pathways if, by so doing, the enrollment cap on that class would be exceeded.

Students who desire a change of pathway and believe their circumstance is exceptional enough to warrant consideration must explain their situation to the Associate Dean for Academic Affairs. The Assistant/Associate Dean will determine whether sufficient evidence exists to consider the request. If the student's situation is not deemed to be compelling, the request will be denied at this point. If the student's situation is deemed

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worthy of consideration, the student will be asked to consult with the academic advisor and submit a written petition for a change of pathway to the Assistant/Associate Dean for Academic Affairs. The decision of the Assistant/Associate Dean is final, and will be communicated to all appropriate parties as previously described.

*Approved by School Administration on 9/30/2008*

*Approved by the Bylaws, Policies, and Procedures Review Committee on 9/8/09*