

UMM DEGREE PROGRESS STUDENT EXCEPTION

FORM AND PROCEDURES

1. Faculty Academic Advisor, in consultation with the student, completes the appropriate areas of the exception form for a substitution. The faculty advisor then forwards the exception form to one of the regular instructors of the course to be replaced.
2. Instructor Input Sought: The instructor will forward the exception form, with their appropriate approval or denial, to the Chair of the Division that houses the student's major or the minor in question.
3. Faculty Review the Request:
 - a. For Major or Minor Requirements. The Chair of the Division housing the program in question forwards to the Division faculty the exception form.
 - b. For Core Requirements. The Chair of the Division housing the course for which the a substitution is sought shall forward to the Division faculty the request and any supporting documents that may have been provided. For a substitution of a Core course in one of the categories that includes courses taught in multiple divisions, the Chair of the Division housing the student's major sends the request to the division which houses the courses most similar in content to the course requested to substitute for the Core requirement.
4. Decision Points:
 - a. Major or Minor Requirements. If the substitution is for a major or minor requirement, the Division housing the program in question may approve or deny the request. In either case, the student is notified of the Division action. If approved, the Division Chair forwards the approved request to the Registrar's Office, who will post the substitution to the degree audit program.
 - b. Core Requirements. If the substitution is for a Core requirement, the Division which houses the course for which the substitution recommends approval or denial. The Division Chair notifies the student of that action and forwards the exception form to the Program Review & Evaluation Committee (PREC).

PREC then reviews the exception form and any supporting documentation and either approves or denies the substitution. The student is informed of PREC's action, and if PREC approves the substitution, that approval and all supporting materials are forwarded to the Registrar's Office, who will post approved request to the student's degree audit program.
5. Waiver request are initiated by the Faculty Academic Advisor, in consultation with the student and submitted to the Chair of the Division housing the program in question. The Division Chair then forwards the exception form to the division faculty. The approval process follows the same process as substitutions above.
6. Send completed form to imagenow.documents@maine.edu.



DEGREE PROGRESS STUDENT EXCEPTION FORM

Student Name: _____ Student ID: _____

Student Program: _____ Date of Birth: _____

COURSE SUBSTITUTION(S):

Select One

Course Number	Title of Course Taken	UMM Course	Transfer (from)	Test/AP
e.g. ACC 208	Accounting Concepts		CMCC	
Course Number	Title of Course Being Substituted	CORE	MAJOR	Minor/Cert
e.g. ACC 201	Financial Accounting		X	

Comments:

COURSE WAIVER(S):

Select Area on DPR

Course # /Category Waived	Core	Major	Minor	Certificate	Comment

Advisor: _____

Date: _____

Instructor: _____

Approve ___/Deny ___ Date: _____

Div. Chief: _____

Approve ___/Deny ___ Date: _____

PREC Action*: _____

Approve ___/Deny ___ Date: _____

*Required for CORE Substitutions/Waivers Only