

THE OHIO STATE UNIVERSITY
SCHOOL OF HEALTH AND REHABILITATION SCIENCES

COURSE EXCEPTION REQUEST

Complete the requested information and submit form with attached syllabus to the HRS Student Services Office (206 Atwell Hall) for approval. For prerequisites and major courses, the Student Services Office will submit the completed form to the program director for approval. Approved petitions will be processed by the HRS Student Services Office and appropriate exceptions will be posted to the Degree Audit Report. Decisions about academic petitions should be made in consultation with the student's pre-major/college advisor.

TO BE COMPLETED BY STUDENT (PLEASE PRINT)

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|-------------|----------|-----------|---|
| NAME: | | | STUDENT ID: |
| CIRCLE ONE: | MAJOR | PREMAJOR | DIVISION/PROGRAM: Track (if applicable): |
| STARTED IN: | QUARTERS | SEMESTERS | EXPECTED GRADUATION: |

INSTRUCTIONS:

- Write clearly and legibly on this form.
- Attach a typed letter explaining all requests in detail. Be precise and complete in your explanation. The statement must include at least:
 - A description of the request (e.g. use of a course as a GE, substitute a course for a required major course or prerequisite, use of a course in place of a required course).
 - A rationale for the request. This should reference such materials as the course descriptions, similarity in the content taught at Ohio State based on the syllabi, mastery of the subject at a higher level than required, standard substitution allowed by another major at Ohio State, etc.
 - Explanation for why or how completing the standard curriculum would impede the student's progress toward degree.
- Attach appropriate supporting documentation (e.g. syllabus, advising report, transfer credit report, degree audit).

PLEASE NOTE:

- Petitions submitted without supporting documentation will be returned to the student without review until all necessary documentation is provided.
- OSU courses that have not already been approved by the University as credit for a particular GE category are unlikely to be approved for use as a GE (eg- study abroad courses).

TO BE COMPLETED BY OFFICE OF STUDENT SERVICES OR DIVISION/PROGRAM DIRECTOR

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| DIRECTOR SIGNATURE & DATE: |
| TYPE OF APPROVAL & EXPLANATION: |

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INTERNAL DARS REQUEST – *Only use of audit exceptions once approved*

TO BE COMPLETED BY OFFICE OF STUDENT SERVICES STAFF ONLY

Use this form to correct an error or adjust a degree audit. Requests must be approved by the director of Student Services or division/program director. Once approved, submit form for processing.

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|--|---|
| NAME: | STUDENT ID: |
| CIRCLE ONE: MAJOR PREMAJOR | DIVISION/PROGRAM: Track (if applicable): |
| STARTED IN: QUARTERS SEMESTERS | EXPECTED GRADUATION: |

INSTRUCTIONS:

1. DO NOT SUBMIT DEGREE AUDIT OR OTHER PAPERWORK – Please fill out the form accurately.
2. TYPE OF DEGREE AUDIT EXCEPTION – PLEASE SELECT ONE!
3. Use separate form for each substitution request.

COURSE SUBSTITUTION

- Substitute a **specific course** for transfer student updates or when substituting one OSU course for another.

COURSE APPEARS AS: _____

SUBSTITUTED FOR OSU COURSE: _____

USE A COURSE IN A SPECIFIC AREA

- Use a course in a general area (eg- GE category or within a minor).

COURSE APPEARS AS: _____

AREA ON AUDIT TO USE COURSE: _____

WAIVE REQUIREMENT

- Waive a general requirement.

COURSE and SECTION TO WAIVE: _____

SUBMITTED BY:

EXCEPTION ENTERED IN DARS:

BY:

DATE: