

Process for Granting Exceptions to the Institutional General Education Requirements for Associate Degrees

General Education exceptions will be granted only as a result of verifiable college error, e.g. inappropriate advising, inaccurate printed materials. A student who wishes to formally appeal a determination that the General Education requirement for an Associate degree has not been met, should appeal initially to the Division offering the curriculum. The Dean should apply the following parameters in making a determination that an exception to current policy is warranted:

1. Even if a college error has been documented, if the student has the time and ability to take the course(s) necessary to satisfy the requirement, the course(s) should be completed.
2. The College does not waive a General Education requirement. In cases described in #1 above, substitutions are allowed only after consultation with the Dean of the department offering the General Education course for which a substitution will be made.

If the Dean determines that an exception is warranted, a recommendation must be sent to the Academic Affairs Office. The recommendation must include justification for the 8 recommendation and any relevant documentation. The recommendation will be reviewed, and if any concerns arise, the matter will be further discussed with the Dean. The Academic Affairs Office will inform the student, Registrar, and the Dean in writing of either the approval or denial of the exception.

The final decision for granting exceptions to the institutional General Education requirements rests with the Academic Affairs Office. Revised: 10/22/18