

Exception to Graduation Directions (Revised 9/15)

Students who need an Exception to Graduation need to download the form <http://www.millersville.edu/registrar/files/studentforms/ExceptiontoGraduationReg.pdf> which can be found at the Student Forms Center <http://www.millersville.edu/forms/>.

Before coming to the Department Chair (Byerly 113a) to seek approval of the exception, students should obtain their advisor's signature. In addition they should have the following attached for review, as indicated on the exception form:

- A typed explanation of the exception requested and a clear and compelling justification. Students seeking an exception to BIOL 100 because of introductory biology courses taken at other institutions may adapt the "Biology Substitution Template" that appears below.
- Any supportive documentation (e.g., letters from faculty, catalog descriptions, etc.) you or your advisor feel will clarify or support your request.
- The student DARS that shows how the requested exception would change the DARS. For example, students should circle the part of the DARS that would be affected and write in the course they are substituting.

Once approved by the advisor and Department Chair, the form is forwarded to the dean for approval and/or final processing. Students will be informed of the outcome of their requests, but are encouraged to check their DARS within a week or so to make sure any approved changes appear there.

Biology Substitution Template:

Insert Date

To Whom It May Concern:

I am requesting permission to allow a course transferred from Harrisburg Area Community College to satisfy a Psychology major requirement under the Required Related category. Specifically, I am requesting Biology 1X4, *Introduction to Human Biology*, to substitute for BIO 100, *General Biology*. I have discussed this with my advisor, (insert name), and the Chair of the Psychology department.

Sincerely,

Name of student