

## Reporting Exceptions to Academic Plans November 2012

Exceptions to the core, option or supporting credits in an academic Plan may be made on occasional instances where a student has undertaken an unusual pathway towards the completion of the Plan (i.e., exchanges). Since the academic department or unit offering the Plan, the Faculty Office and the student all use the Academic Advisement Report (AAR), it is important that any exceptions to the standard academic Plan be recorded through an exception report that is added to the AAR by the Faculty Office.

When making an exception in a student's plan, **please send an email to Crystal Pigeau** ([clp7@queensu.ca](mailto:clp7@queensu.ca)) **with a copy to the student**, including the following basic information:

1. Student name;
2. Student number;
3. Student program and Plan (e.g., LISC-P-BSH);
4. The relevant requirement (e.g., Core Courses 1.E);
5. The exception. (e.g., Allow ANAT 316/3.0 to be used in place of ANAT 216/3.0 in 1.E);
6. A brief rationale for the exception;
7. Where this is the case, a note indicating that the student is expecting to graduate at the upcoming convocation.

Note:

- Exceptions cannot be made for a course that has not yet been added to a student's record. The request needs to come to us after a student has added the course.
- Exceptions should be made to courses that are already completed/passed. Where there is choice between passed courses and courses not yet completed it's best to use a passed course. If an exception is made using an in progress (IP) course and the student fails the course, the requirement will show as satisfied using the failed course because we specifically directed it there. *[We need to delete exceptions right away in this situation, therefore the department will need to keep track of the course to make sure the final mark is a pass and if it is not tell us to remove the exception. If the choice is between an IP course that is underway and an IP course that hasn't yet started we prefer that the course that is underway be used. There is a greater chance that a student might drop a winter course that hasn't started yet, than a course that is already underway and where the drop date may already have passed.]*
- A specific course number should be supplied as part of the exception. The request to substitute any course at, for instance, the 200 level may lead to the use of an incorrect or inappropriate choice by the Faculty Office.