

## AUTHORIZATION FOR ACADEMIC RULE EXCEPTIONS

Revised 12/2025

## VICE PRESIDENT FOR FACULTY DEVELOPMENT AND ADVANCEMENT

| EXCEPTION  | ACTION/APPROVAL   |   | NOTES   |
|--|---|---|---|
|  | ACADEMIC DEAN   | VICE PRESIDENT FOR FACULTY DEVELOPMENT & ADVANCEMENT  |   |
| Overload policy (undergraduates & graduates)   | Exceptions up to 21 hours.  | Exceptions over 21 hours.   | Exceptions very rare.   |
| <i>Criteria:</i> GPA, rigor of course load, # credits from degree completion, emergency situation.   |   |   |   |
| Policy on S-U Grading  | Academic Dean to make all exceptions for students below a 2.5 GPA and extensions beyond 7 <sup>th</sup> week deadline.  |   | Dean's office submits revised S-U form or memo to the Office of the Registrar.  |
| Temporary Grade-type Modification  | Graded to S/U for individual student  | S/U to Graded for individual student or class; graded to S/U for class  | Permanent changes in grade type go through University Curriculum Committee.   |
| Final 30 hours in residence  | Makes exceptions for up to six hours of last 30 hours to be taken at another accredited senior institution or by correspondence; or for any number of credits taken through the FSU Global Exchange program (offered per FSU Policy 9-10) provided the student has at least 30 earned credits at the upper-division (3000/4000) level at FSU. | Makes emergency exceptions for more than 6 hours of the last 30 hours, exceptions that involve community college credit or if student has fewer than 30 hours at FSU (extremely rare).  | Deans submit a signed recommendation to the Office of Faculty Development and Advancement with a copy of the student's petition for an emergency exception, including relevant documentation. Memo should include: number of hours requesting to be exempted, total hours earned at FSU; total hours at other institutions (indicate type of institution); total hours needed to complete degree requirements; expected graduation date; number of the last 30 hours to be taken in residence; how the exempted hours would be taken; and nature of the emergency or educational opportunity. |
| <i>Criteria:</i> Requested in advance, student has at least 30 credits at FSU, serious family crisis including financial hardship, illness or other catastrophic event, to take advantage of an unusual educational opportunity, other extraordinary circumstances beyond the student's control. |   |   |   |
| Completion of half of the major courses at FSU   | Makes exceptions in specific circumstances (see criteria below).  |   |   |
| <i>Criteria:</i> Prior approval of academic dean, serious family crisis including financial hardship, illness or other catastrophic event, an unusual educational opportunity, other extraordinary circumstances beyond the student's control.   |   |   |   |
| 45 credits of 3000-4000 level coursework   |   | Makes all exceptions, which are rare except when course leveling is a factor.   | Memo with documentation to OFDA.  |
| 45 hour test credit limit  | Dean writes memo to request additional test credit be accepted  | Makes all exceptions.   | Additional CLEP credit will be considered.  |
| 9 Summer Hours Earned Prior to Graduation  |   | Makes exceptions as the President's designated authority upon recommendation of Baccalaureate Dean. For the form, see OFDA website ( <a href="http://fda.fsu.edu">http://fda.fsu.edu</a> ) under "Academics" and submit to OFDA or use workflow process | Effective fall 2011, 9 hours of accelerated credit will not exempt a student from this requirement. Students who transfer to FSU with 60 or more credits, including high school AAs, are exempt.  |

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| VICE PRESIDENT FOR FACULTY DEVELOPMENT AND ADVANCEMENT (continued)   |   |  |   |
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| EXCEPTION  | ACTION/APPROVAL   |  | NOTES   |
|  | ACADEMIC DEAN   | VICE PRESIDENT FOR FACULTY DEVELOPMENT & ADVANCEMENT |   |
| Re-evaluation of undergraduate credits more than 10 years old  | Makes all exceptions.   |  | Registrar's Office will assist deans in documenting course content.   |
| Academic Dismissal/Reinstatement   | May reinstate after first dismissal, taking care that the circumstances make it possible for student to succeed in the first semester of re-enrollment. |  |   |
| <i>Criteria:</i> Substantive change in circumstances (e.g., health, financial situation, support) that will make academic progress more likely (Registrar decisions).  |   |  |   |
| Dismissal from Program for Other than Grades (to include failure to pass preliminary examination, professional/ethical standard violations in programs such as Social Work, Nursing, Motion Picture Arts)  | Makes all decisions in accordance with the criteria below.  |  | Allowed under certain limited circumstances based on lack of academic progress in graduate program or lack of competencies related to professional role. Must contact Joshua Morgan ( <a href="mailto:jlmorgan@fsu.edu">jlmorgan@fsu.edu</a> ), Kim Barber ( <a href="mailto:kabarber@fsu.edu">kabarber@fsu.edu</a> ), and James Beck ( <a href="mailto:jpbeck@fsu.edu">jpbeck@fsu.edu</a> ) if a graduate student is involved. |
| <i>Criteria:</i> Clear, concrete feedback on deficiencies and a reasonable time in which to correct those deficiencies.  |   |  |   |
| Multiple Readmissions  | If cleared by Admissions, may readmit after first two withdrawals.  |  | After third and subsequent withdrawals, Multiple Readmissions Committee reviews and makes recommendation to dean.   |
| <i>Criteria:</i> Substantive change in circumstances (e.g., health, financial situation, support) that will make academic progress more likely (Multiple Readmissions Committee decisions).  |   |  |   |
| Taking initiative to place students on the graduation list   | Determines eligibility based on completion of degree requirements and may place student on graduation list, then award the degree.                      |  | Student may appeal within 10 class days to committee composed of student's academic dean, Dean of Undergraduate Studies or Dean of Graduate School. Committee decision is final.  |
| <i>Criteria:</i> Evidence that student needs to continue enrollment in order to pursue specific and legitimate academic goals. Reasons such as desire to continue financial aid, participate in student activities, and retain access to student services are not considered legitimate. |   |  |   |

| VICE PRESIDENT FOR FACULTY DEVELOPMENT AND ADVANCEMENT (continued)   |   |  |   |
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| EXCEPTION  | ACTION/APPROVAL   |  | NOTES   |
|  | ACADEMIC DEAN   | VICE PRESIDENT FOR FACULTY DEVELOPMENT & ADVANCEMENT |   |
| Final Examinations   | Approval of dean in school or college where the course is taught is required to change an exam time for an individual student. See Bulletin or Final Exam Memo under "Academics" at the OFDA website ( <a href="http://fda.fsu.edu">http://fda.fsu.edu</a> ) for details. |  | Undergraduate Policy Committee makes exceptions for an entire class. See Bulletin or Final Exam Memo under "Academics" at the OFDA website ( <a href="http://fda.fsu.edu">http://fda.fsu.edu</a> ) for details. |
| Student's Withdrawal   | Deans determine approval of a withdrawal.   |  | Student initiates action in Withdrawal Services. University Refund Committee determines fee liability.  |
| Late Course Drops  | Deans give approval and have authority to determine grade liability and recommend waiver of fee liability to Registrar.   |  |   |
| <p><i>Criteria for both late drops and withdrawals:</i> No student can withdraw or drop after the 12<sup>th</sup> week (or summer equivalent) without the Dean's permission. Documented exceptional circumstances beyond student's control.</p> <p>In the absence of documented exceptional circumstances beyond the student's control, late course drops or withdrawals will not be approved on the basis of the following reasons:</p> <ul style="list-style-type: none"> <li>• The student is changing majors and no longer needs the courses</li> <li>• Protecting the student's GPA from future grades</li> <li>• Improving the student's GPA by dropping past grades</li> <li>• Avoiding an allegation of academic dishonesty</li> </ul> <p>A course can <b>NEVER</b> be dropped when Academic Honor Policy charges are pending or when student has been found "responsible" for an alleged violation.</p> |   |  |   |
| TCC/ GCCC/FAMU – FSU Co-op Program   | Approval. Prior to approval, student should receive advising for proper course enrollment.  |  |   |
| Major Course Work Variations   | Makes exceptions, in consultation with departments.   |  | Substitution of alternate course for required course.   |
| Acceptance of Credits Earned While Non-degree-seeking  | Authorizes up to 12 graduate and 15 undergraduate credits   |  | Student petitions dean; dean memos Registrar.   |
| Course Credit Modifications  | May modify credit down for individual students  | Considers all requests for modification up           | Memo to OFDA  |

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| DEAN OF THE GRADUATE SCHOOL   |  |   |  |
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| EXCEPTION   | ACTION/APPROVAL  |   | NOTES  |
|   | ACADEMIC DEAN  | DEAN OF GRADUATE SCHOOL<br>(OR DESIGNEE)                      |  |
| Academic Load Requirements for Graduate Assistantships                  |  | Makes all exceptions.   | Department and Academic Dean review and forward by memo to the Dean of the Graduate School (or designee).  |
| Continuance as graduate student beyond time limit for degree completion |  | Makes all exceptions  | Department and Academic Dean review. The master's degree must be completed within seven years from the time the student first registers for graduate credit. All requirements for the doctoral degree must be completed within five calendar years from the time the student passes the preliminary examination and is admitted to candidacy. If a student falls outside of the time limit for degree completion, then an Extension of Time (EOT) can be submitted to the Dean of the Graduate School (or designee) for review/approval. |
| Graduation without grade point average of B (3.0)                       |  | Makes all exceptions.   | Department reviews and sends request for approval to Dean of Graduate School (or designee) for review/approval.  |
| Readmission and reinstatement of graduate students                      | Makes all decisions, but only one semester of probation allowed. | Coordinates appeals of admission and readmission (see notes). | When student is not in good academic standing, there is no appeal of the readmission decision. Student who left while on dismissal must submit a readmission application. However, the application will not be reviewed unless the academic dean at the time of the dismissal approves a reinstatement to continue.<br><br>When student is in good academic standing, Dean of Graduate School coordinates appeal process per Bulletin guidelines.  |
| Conversion of DIS credits to dissertation credits                       |  | Considers requests to back up candidacy date.                 |  |
| Registration for Final Term   |  | Makes all exceptions.   | For doctoral students and master's students in a thesis-type program, registration is required in the final term in which a degree requiring a thesis, dissertation, or treatise is granted. A master's thesis student must be enrolled in a minimum of two hours of thesis  |

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|  |  |   | and a doctoral or treatise student must be enrolled in a minimum of two hours of dissertation in the semester of graduation. If a non-thesis student needs only to complete the comprehensive examination in a term and did not register for the examination in the previous term, registration must be requested from the Office of the Registrar stating the department and name of the examination. Student must pay the "examination fee" only.   |
| Continuous Enrollment for Doctoral Students                  |  | Makes all exceptions. If a "gap" is identified in which a doctoral student did not register for two hours of dissertation but was actually working with his/her supervisory committee, enrolled in other work, and/or using campus resources in any way, then additional dissertation hours may be requested to be added retroactively. | A doctoral student who has completed the required coursework, passed the Preliminary Examination and submitted an Admission to Candidacy form to the Office of the Registrar, and continues to use campus facilities and/or receives faculty supervision, but has not been cleared by the Manuscript Clearance office shall include in the required full-time load a minimum of <b>two credit hours of dissertation per semester, including Summer term</b> , until the completion of the degree. |
| Total Graduate Hours for Master's Students                   |  | Makes all exceptions.   | For thesis-type, course-type or project master's programs, a student must complete a minimum of <b>thirty semester hours of graduate (5000-level or above)</b> . 4000-level courses may be credited toward a graduate degree but cannot count in a student's minimum thirty total semester hours of graduate credit or graduate GPA.  |
| Minimum Letter-Graded and Thesis hours for Master's Students |  | Makes all exceptions.   | For thesis-type master's programs, at least <b>eighteen</b> of thirty hours must be taken on a letter-graded basis (A, B, C). The minimum number of thesis hours for completion of a master's degree is <b>six</b> hours. For course-type and project master's programs, at least <b>twenty-one</b> of the thirty hours must be taken on a letter-graded basis (A, B, C).   |
| Number of Transfer Credits (Internal vs. External Credit)    |  | Makes all exceptions.   | Transfer of graduate courses not counted toward a previous degree from another regionally accredited U.S. graduate school (or comparable international institution) is limited to <b>six</b> semester hours, and transfer of graduate courses not counted toward a previous degree within Florida State University is limited to <b>twelve</b> semester   |

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|   |  |   | hours, except when the departmental course requirement exceeds the thirty-hour University-wide minimum requirement. In the latter case, additional transfer credit may be allowed to the extent of the additional required hours. All transfer credit must have been completed with a grade of <b>"B" (3.0) or better</b> . In both instances, if the transfer credit hours exceed 6 external or 12 internal, then an exception request is sent to the Dean of the Graduate School for approval.   |
| Graduate Certificate Hours  |  | Makes all exceptions.   | Students completing an undergraduate degree may not enter a graduate certificate program unless they are admitted as a degree-seeking graduate student or post-baccalaureate non-degree student. Undergraduate students cannot start taking graduate courses for a graduate certificate until the bachelor's degree is awarded. Completion of undergraduate courses will not count toward a graduate certificate. Under extenuating circumstances, individual exceptions may be considered by the Graduate School.   |
| Native English-Speaking Requirement for Graduate TA Certification |  | Makes all exceptions.   | The Native English-Speaking Requirement is determined by a graduate student's citizenship. For example, if a graduate student is a permanent resident alien with a citizenship to a non-native English-speaking country, then the student would <b>not</b> be exempt from taking the SPEAK exam and would need to pass it prior to being assigned any TA instructional assignment (Level 1-4). If the student took the IBTOEFL exam and achieved the appropriate score on the speaking section, then this would not be the case. In certain situations, if a graduate student has been in the U.S. for several years, is a permanent resident alien, and has graduated from an English-speaking institution (i.e., high school, bachelor's degree, etc.) then a case can be made for consideration of an exception for the student to not take the SPEAK exam. |
| Graduate GPA Resets and Calculations                              |  | All requests must be endorsed by the student's academic dean and submitted to the Graduate School for final approval. | With the approval of the department, the academic dean, and the Graduate School, some graduate coursework taken at FSU will  |

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|   |  |                       | <p>be excluded from the student's GPA. Permission for the FSU GPA to begin as a new calculation for graduate students can be granted in the following admission/readmission circumstances: When seven or more years have elapsed since a student was actively enrolled in a graduate degree program at FSU; a student has earned a master's/ specialist/doctoral degree from FSU and is seeking a second master's/ specialist/doctorate; or a student has earned a master's/specialist degree from FSU and is seeking a doctorate in a different major.</p> <p>Aside from these exceptions, the FSU GPA will not begin as a new calculation for graduate students in the following circumstances: During any period of time less than seven years in which the student was not actively enrolled in a graduate degree program at FSU; a student has earned a master's/ specialist degree from FSU and is seeking a doctorate in the same major; a student who transfers from one degree program and/or major to another.</p> |
| Conflict of Interest on Supervisory Committees                      |  | Makes all exceptions. | If any conflict of interest identified in a doctoral or master's thesis student's supervisory committee should be reported by the department chair to the academic dean's office of the student's academic unit, who will evaluate and assess for potential harm and take appropriate action. If questions or irregularities arise that cannot be resolved within the academic unit, the dean's office should contact the Dean of the Graduate School (or designee) for resolution by submitting an exception request to the Graduate School.  |
| Combined and Joint Pathway Double-Counted/Shared and Distinct Hours |  | Makes all exceptions. | The Dean of the Graduate School (or designee) reviews all exceptions concerning any deviation from the number of approved double-counted/shared hours noted in either a combined or joint pathway proposal. For joint pathway students, they must maintain a certain number of "distinct/unique" hours. If the joint pathway student does not have at  |

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|  |  |  | least 30 distinct hours in both graduate or professional programs, excluding the work that is being duplicated and double-counted/shared, then additional coursework may be needed to meet university requirements. Exceptions can be submitted for review. |
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| DEAN OF UNDERGRADUATE STUDIES  |   |                               |   |
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| EXCEPTION  | ACTION/APPROVAL   |                               | NOTES   |
|  | ACADEMIC DEAN   | DEAN OF UNDERGRADUATE STUDIES |   |
| English Composition and Quantitative courses used to meet General Education Requirements |   | Makes all exceptions.         |   |
| Diversity requirement  | Makes all exceptions.   |                               | Course substitutions only; no waiver of requirement.  |
| <i>Criteria</i>  | Substitute courses must include one source of diversity (e.g., age, disability, ethnicity, gender, language, race, religion, sexual orientation, social class, or other). |                               |   |
| Computer competency  | Makes all exceptions.   |                               | Academic departments make all exceptions. Course substitutions only; no waiver of requirement.  |
| <i>Criteria</i>  | Substitute course must meet college, department and UPC standards.  |                               |   |
| Oral communication competency  | Makes all exceptions.   |                               |   |
| <i>Criteria</i>  | Substitute courses must include formal instruction and feedback in public speaking and require original student oral presentations.                                       |                               |   |
| Non-Statewide Core General Education Coursework  | Makes all exceptions.   |                               |   |
| Statewide Core General Education Coursework  |   | Makes all exceptions.         |   |
| Scholarship in Practice  | Makes all exceptions.   |                               |   |
| Upper Division Writing Competency  | Makes all exceptions.   |                               |   |
| Natural Science Lab  | Makes all exceptions.   |                               |   |
| Civic Literacy   |   | Makes all exceptions          |   |
| Writing requirement (old Gordon Rule)  |   | Makes all exceptions.         | Course substitutions only; no waiver of requirement. Academic Deans should email recommendation to Dean of Undergraduate Studies with documentation of course content and word count (where appropriate). |
| <i>Criteria</i>  | Course content will be compared to FSU Liberal Studies standards.   |                               |   |
| Excess Credit Hours Audit  | Determines applicability of credits to degree.  |                               |   |

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