

Policy and Procedure Arizona State University		Number SWK 305
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Subject Curriculum Exceptions	Effective 8/18/86	Revised 3/3/00

PURPOSE: To define the process for requesting curriculum exceptions

SOURCES: School of Social Work Faculty Council

APPLICABILITY: All social work students

POLICY: Curriculum Exceptions

The curriculum at the School of Social Work has been designed to provide an educational program of inter-related and sequential courses. The School reinforces the academic concept that any adjustment of the curriculum must be the exception, and that any petitions to do so must be followed.

A. Policy

1. All petitions for curriculum exceptions, such as course sequencing and summer block field placements must be submitted to the advisor, Field Coordinator, and/or graduate or undergraduate program coordinators (in that order).
2. Petitions should be submitted 60 days before the plan goes into effect.
3. The program coordinator will be responsible for final review of petitions, assessing plan for completion of the program and implications for personnel and/or school resources.
4. The program coordinator will communicate the decision to the student and a copy will be placed in the student's file.

B. Procedures

1. Student and advisor meet to plan total academic schedule.
2. Student initiates the petition, which must be signed by the advisor and submits it to the Coordinator of Field Instruction and/or program coordinator. Curriculum variance forms are available in University Center, Room 800.
3. Petition must include:

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- a) Request for the particular exception
 - b) Rationale
 - c) Student's total educational course plan
4. The program coordinator will evaluate the curriculum exception petition in the context of educational value, school resources, and curriculum policies.
 5. The program coordinator will act on the petition and communicate it to the student in writing with a copy placed in the student's file.
- C. Change in Status - Graduate Students

Students are admitted either on full time or part time status, with a particular program of study. Any variance from this program of study must be formally requested and approved.