

Exceptions Request Policy

Roles of Exceptions Subcommittee and Office of the Registrar

Office of the Registrar Roles	Exceptions Sub-Committee Roles
Set underlying principles for addressing exceptions in conjunction with the Exceptions Subcommittee.	Set underlying principles for addressing exceptions in conjunction with the Office of the Registrar.
Process initial and exceptions request and refer as necessary and appropriate to Subcommittee.	Review appeals by Academic Programs of Office of the Registrar’s decisions; Subcommittee’s decisions are final.
Handle all communications with academic programs.	Serve in an advisory capacity to the Office of the Registrar on exceptions that may set a precedent or that are unusually complicated.
Maintain the delegated authority to act on issues and make decisions as necessary.	Prepare/review reports that go to the full committee.
Make policy adjustments with the Subcommittee’s input.	May recommend issues for discussion or decision to full committee.
Re-visit underlying principles for addressing exceptions as necessary in conjunction with the Exceptions Subcommittee.	Re-visit underlying principles for addressing exceptions as necessary in conjunction with the Office of the Registrar.

Underlying Principles for addressing exceptions

1. Act in accordance with the “Guiding Principles for Classroom and Academic Scheduling” at <https://registrar.gatech.edu/files/guiding-principles-for-classroom-and-academic-scheduling.pdf>
2. Minimize the potential impact on students’ ability to register for other classes.
3. Maximize unique opportunities for our students, i.e.:
 - a. Schedule dictated by outside factor;
 - b. Co-taught with another university; or
 - c. Visiting professor with limited availability.
4. Maximize classroom utilization.
5. All exceptions should be considered in relation to the standard grid; and when exceptions are granted, the course start time should match the grid in absence of compelling circumstances.
6. All exceptions must have an appropriate justification.

7. Special Topics classes cannot get an ongoing exceptions waiver. They must be approved semester by semester.
8. Graduate Student-only, 3-hour, evening courses offered during the time periods 4:30-7:15 and 6:00-8:45 do not need to file an exception.
9. Courses should be offered as approved by the Institute Curriculum Committee as outlined in the Course Catalog.
10. New programs and courses that require non-standard course times should be documented, explained, and approved by the appropriate Institute Curriculum Committee during the new program/course approval process.

Review Process for Exception Requests

Academic Programs follow the process for applying for exceptions (either one-time or ongoing) when the course times fall outside of the standard grid. Office of the Registrar makes an initial decision or requests input from the Exceptions Sub-Committee when an approval may set a precedent and/or be unusually complicated.

See Flowchart:

