

Department of Theatre

Curriculum Exception Policy & Process

We have updated the Curriculum Exception policy and process to ensure students are able to graduate in a timely fashion and without eleventh-hour surprises. **The Form is available on Page 2.**

Students may seek a Curriculum Exception to have

- (1) a University course substituted for an equivalent course required in a Theatre degree or
- (2) a transfer course approved for a Theatre requirement.

Students must submit their Curriculum Exception requests within 1 semester of taking the course at the U or within 1 semester of transferring to the U. Failure to do so may affect time to graduation. In some cases, it is possible to submit a Curriculum Exception request prior to taking the class to receive pre-approval. If possible, this is always the preferred action.

Curriculum exceptions must be submitted to Theatre's Director of Undergraduate Studies (DUGS), who will review the request and manage the process of seeking approvals from the relevant Area Head(s). Once the relevant Area Head(s) and the DUGS have approved the request, it will be sent to the Associate Chair for final approval and submission to Academic Advising. If a request is denied by the DUGS or an Area Head, students may appeal the decision to the Department Chair.

While we encourage you to communicate with your faculty about your educational goals and options, it is your responsibility to initiate the formal curriculum exception process and have the exception approved in writing through the Director of Undergraduate Studies. Again, this process must be started within one semester of taking the class or transferring to the University.

Curriculum Exception Forms can be found below or at theatre.utah.edu > Students > Students Forms and Documents.

For questions about this process or to discuss your specific options, you can book an advising appointment at createsuccess.utah.edu or email the advising team at advisor@finearts.utah.edu.

CURRICULUM EXCEPTION

Students requesting an exception must:

1. Complete this form.
2. Attach a justification and supporting documentation.
3. Attach (if applicable) the published description and syllabus for the replacement courses.
4. Email the completed form along with all additional documents to appropriate department office. Be sure to CC the CFA Academic Advisors (advisor@finearts.utah.edu) on your email.

Art & Art History
info@art.utah.edu
 ART 161

School of Dance
satu.hummasti@utah.edu
 MCD 106

Film & Media Arts
info@film.utah.edu
 ART 270

School of Music
info@music.utah.edu
 DGH 204

Theatre
DUGS@theatre.utah.edu
 Bldg 73 Rm 101

Please note that the department will contact you at your UMail address regarding a final decision.

NAME _____ UNID _____
 DATE REQUESTED _____ PHONE _____
 MAJOR/ EMPHASIS/ MINOR _____ CATALOG YEAR _____
 ACADEMIC ADVISOR _____

REQUIREMENT(S) TO BE WAIVED/ SUBSTITUTED			REPLACEMENT COURSE(S) (IF APPLICABLE)						DEPT USE
SUBJECT	CATALOG #	CREDIT HOURS	TERM/YEAR	SUBJECT	CATALOG #	CREDIT HOURS	GRADE	INSTITUTION	If approved, initial here
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

DEPARTMENTAL ACTION (to be filled out by the department):

APPROVED PARTIAL APPROVAL DENIED

OPTIONAL

ARTICULATE FOR ALL STUDENTS (I.E., REPLACEMENT COURSE WILL AUTOMATICALLY TRANSFER TO THE U AS SUBSTITUTED COURSE)

COMMENTS:

SIGNATURE _____

DEPARTMENTAL POSITION _____