HDFS Program Requirements Exception Requests
Instructions for Students

INITIAL STEPS
1. Review HDFS requirements and policies on HDFS Web Page
2. Explore other resources that may be relevant. Examples follow.
   a. Transfer Affairs webpage and list of prior courses approved if a transfer request
   b. Course syllabi for courses you wish to have waived
   c. Course syllabi for courses you wish to have counted
3. **Strongly Recommended**: Discuss what you are looking for/asking for with your academic advisor; they may be able to give you an answer if it is a question/request we have gotten before
4. Write up a formal request in a word document addressed to HDFS Program Coordinator, and send to Program Coordinator. Instructions for what to include follow.

   • Camelia Măianu at camelia.maianu@uvm.edu

WHAT TO WRITE UP
• Your name, major, and year in school
• A brief summary of your request and why you are making it
• HDFS courses taken to date and evidence of your success in them
  o Include when you took the courses and the grades you got
• Evidence of general academic success
• If a pre-requisite waiver for an HDFS course
  o Confirm all other pre-reqs have been met except the thing being requested as an exception; if this is not the case, explain when they will be met and how
  o Provide alternative/additional evidence of preparedness; e.g., evidence of related classes or experiences covered by the pre-req; evidence of success in areas that are emphasized in the class you are trying to get into without all the pre-reqs
• If a course replacement/waiver of requirement request
  o Provide alternative/additional evidence of preparedness; e.g., evidence of related classes or experiences covered by the course in question; evidence of success in areas that are emphasized in the course you are asking to be replaced/waived
  o Include the syllabi for courses that overlap with the one you want to waive/replace

NEXT STEPS
• The Program Coordinator will consult with Program Faculty to discuss the request and make a decision or, as warranted, request additional information. This typically occurs during a regularly scheduled meeting. **If time is of the essence**, please make note of this in your email to the Program Coordinator and identify your deadline.
• You will receive word of our decision and any next steps you need to take from the Program Coordinator as soon as possible after a decision has been made.