

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
 - 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
 - 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
 - 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
 - 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
 - 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.