

The purpose of this form is to request an exemption to a Worden School policy.

Instructions and Guidelines (See next page or reverse side for form):

1. Before signing the form and endorsing the request for exemption, the Advisor or Field Education Online Program Coordinator is responsible for thoroughly investigating the justification for the request. If a student alleges, for instance, that the exemption is needed because of misadvising or other error on the part of the School or University personnel, the endorser of the request must try to establish that the actual facts do support the student's allegation, checking with other personnel as necessary for this purpose. The Program Director receiving the request should thus be confident to assume that the facts of the case are just, as represented on the petition.
2. A student's GPA will be considered in the decision-making process if the decision could be detrimental to the student's academic success and/or program integrity.
3. In no case should the Advisor or Field Education Online Program Coordinator endorse and send on a request, which he or she cannot in conscience support. The Director will normally assume the merits of the case have been appropriately evaluated.
4. In providing a rationale for the request, the Advisor or Field Education Online Program Coordinator should be careful to point out any unique features of the case that would minimize the breadth of the precedent set by an approval of the exemption.
5. For requests involving exemptions to field education, the signature of the Director of Field Education is required (in addition to the Advisor and Program Director).
6. Because field education is the signature pedagogy of social work education, if the exemption involves issues that may jeopardize the integrity of field education, the student must provide a rationale and delineate a plan that clearly demonstrates actions that the student will take to resolve demands and dilemmas that may compete with successful completion of field education.
7. If desired or warranted, include documentation/evidence to support the exemption request.
8. Once this form is completed, signed, and a decision is made, the form will be placed in the student's file and a copy will be provided to the student. Online students will receive the signed form as an email PDF attachment.
9. When signed and approved by the appropriate individuals, the student must deliver the form to the Advisor or Field Education Online Program Coordinator who will arrange for the necessary action specified in the exemption.



Worden School of Social Service REQUEST FOR EXEMPTION FROM WORDEN SCHOOL POLICY FORM

Student Name:		OLLU ID #:	
Cell Phone:		GPA:	
Classification (Check One):	<input type="checkbox"/> BSW	<input type="checkbox"/> On-Campus MSW Foundation	<input type="checkbox"/> Online MSW Foundation
		<input type="checkbox"/> On-Campus MSW Concentration	<input type="checkbox"/> Online MSW Concentration

Specify the issue(s) that prompted this request:	<i>Type over this text and box will expand as needed.</i>
Specify the action requested:	<i>Type over this text and box will expand as needed.</i>

An exemption to Worden School policy can be made only if the exemption will not undermine the regulation itself by creating a dangerous precedent. Indicate the categories of reasons that might justify an exemption to Worden School Policy

<input type="checkbox"/> Conflict between regulations	<input type="checkbox"/> Problems in scheduling
<input type="checkbox"/> Misadvising by the academic advisor	<input type="checkbox"/> Error on the part of University personnel
<input type="checkbox"/> Undue hardship on the student if the regulation is observed	<input type="checkbox"/> Other:

Explain the full reason(s) checked above: *Type over this text and box will expand as needed.*

REQUIRED SIGNATURES

By typing my name in the box below, I attest that I have completed this form and confirm my digital signature. My OLLU email is:

Student's Signature:	Date:
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Exemption	Signature	Date
<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied	Advisor:	
	Online Field Education Coordinator:	
<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied	BSW Program Director:	
	MSW Program Director:	
<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied	<i>The signature of the Director of Field Education is required on all requests involving exemptions to field education.</i>	
	Director of Field Education:	

If approved with conditions, describe conditions: *Type over this text and box will expand as needed.*