



**Temple University  
Historical Curriculum Exception Form (Rev. 11/2011)**

Purpose: Schools and colleges may use this form to petition the Undergraduate Studies Office or the Graduate School on behalf of a student for:

- A. Reinstatement into his/her previous curriculum, made historical by Board action;  
or
- B. as a curricular exception to the re-enrollment provisions of the Leave of Absence policy [http://policies.temple.edu/getdoc.asp?policy\\_no=02.10.16](http://policies.temple.edu/getdoc.asp?policy_no=02.10.16) .

1. Student Name \_\_\_\_\_ Temple ID \_\_\_\_\_

2. Current Address \_\_\_\_\_ Tel. \_\_\_\_\_  
\_\_\_\_\_

3. Do you have on file the student's request in writing for the historical curriculum exception? \_\_\_\_\_.

4. Name of historical curriculum \_\_\_\_\_ .

5. Banner Program Code \_\_\_\_\_.

6. Term for which the exception is needed (e.g. 201203; or 201236; or 201303) \_\_\_\_\_.

7. Will this student need a RAP code? \_\_\_\_\_.

8. New graduation date \_\_\_\_\_.

9. Please review the guidelines for exceptions (below) and provide the justification for the exception:

7. The School/College Supports this request.

\_\_\_\_\_  
Dean or Dean's Designee

\_\_\_\_\_  
Date

I. Guidelines in the Undergraduate Studies Office and Graduate School for Evaluating Petitions for Exceptions to Historical Curricula Limits or Exceptions to the Re-enrollment provisions of the undergraduate Leave of Absence policy. (Rev. 11/2011)

A. The University has asked academic units to limit strictly requests for students to be put in academic programs (degrees, majors, minors) made historical by Board action.

As a result, the authorization for the Registrar's office to activate students in historical programs/ past catalog terms must be pre-approved in the Provost's area by the Graduate School for graduate curricula or the Undergraduate Studies office for undergraduate curricula. When so approved, the Registrar's office typically enters the appropriate codes in the Learner Record/Curriculum tabs of SGASTDN.

B. Undergraduate students not on an approved Leave of Absence should generally be re-enrolled in an active curriculum in the current university and program requirements. Re-enrolling students should as a general rule be put in the catalog term and matriculation term for the term in which the student is re-enrolling.

Exceptions are possible when:

1. The student has been continuously enrolled but a clerical error resulted in the student's program code/curriculum being changed (or not changed)--or inaccurately entered in the first place.
2. The undergraduate student has stopped out, but returning to an active curriculum/program would dramatically extend his or her time-to- degree. Generally, undergraduate students in this category, if admitted to the historical curriculum, would be expected to graduate in the next full fall or spring term. Otherwise, they should be re-enrolled in an active curriculum/or new matriculation term and catalog term.
3. Courses still exist that would allow the student to complete the historical curriculum/program, and allowing the student to finish in the historical curriculum/program would not otherwise burden the instructional resources of the School/College.
4. The exception is approved by the Dean/Dean's designee in the College, and the reasons for the exception are clearly stated in a petition to the Graduate School or Office of Undergraduate Studies, as appropriate. The Dean of the Graduate School or the Senior Vice Provost for Undergraduate Studies, or their designees, have approved the exception.

**EXCEPTION CASES SHOULD NOT BE SUBMITTED THROUGH THE BANNER CHANGE OF PROGRAM (COP) WORKFLOW.**