

Exception to Field Policy Request

Student Name: _____ Z#: _____

Date of Request: _____

Student Level: _____ BSW _____ MSW Foundation _____ MSW Concentration

WHAT exception are you requesting?

WHY are you requesting this exception?

(Note: If you are requesting an exception because you missed a deadline or have not completed the pre-requisite courses two semesters prior to entering field (BSW students only), then you must explain what occurred that was beyond your control to justify why policy should be waived. (Failure to know about deadlines or pre-requisite requirements are not sufficient reasons.)

WHEN will this exception be needed?

YOUR PLAN for completing any missed time, assignments or other field requirements will be:

An exception is any request to alter the policies and procedures for the internship process including application deadlines, pre-requisite course requirements, start dates or attendance patterns during the field placement. This process is not intended to replace or supplant any other existing procedures including the process for awarding an incomplete grade.

The completed form needs to be emailed to Dr. Arlene Kaplan, Coordinator of the Field Education Program, at afkaplan@fau.edu. If additional space is needed, please attach an additional page. The Request for Exception will be reviewed by the FAU School of Social Work Exception to Policy Committee.

The Committee's decision will be final.

Decision of the FAU School of Social Work Exception to Policy Committee:

APPROVED

NOT APPROVED

Date: _____