

Steps for filing the **General Education Program Divisional Exception form:**

- The General Education Program Divisional Exception form is completed by student's advisor. Please seek assistance from your advisor to complete the form.
- After the form is completed, the Undergraduate Dean/Associate Dean signs the form.
- The signed GEP-DEF is sent to the Office of the Vice Provost for Undergraduate Studies to determine appropriate action (approve or deny).
- After a decision has been determined by the Vice Provost for Undergraduate Studies, the original GEP-DEF is returned to the division with the Vice Provost for Undergraduate Studies action. The division will be responsible for informing the student of the decision.
- A copy of the form will be sent to the DARS Office. If the request is approved, the DARS representative will process the exception for the audit. The DARS Office representative will send an e-mail to the division and to the student stating the exception has been processed and to check the degree audit.