WAIVER/EXCEPTION REQUEST
Office of the Dean of Curriculum and Academic Services

Name: G-number:	Phone: Email:	I am seeking a waiver or exception for (check one): _____ Gen Ed requirement _____ MAJOR _____ MINOR _____ CONCENTRATION _____ Other
Address:	Major: Advisor:	
Expected grad date: 20___ ___May ___Aug ___Dec	Today's date:_____	

PLEASE READ INSTRUCTIONS ON BACK BEFORE YOU SUBMIT THIS FORM

For waivers pertaining to MAJOR/MINOR/CONCENTRATION:	
Required course: _____ _____ Course # Course title	Substitute course: _____ _____ Course # Course title
Chair of MAJOR/MINOR/CONCENTRATION Department: ____ Support ____ Do Not Support Comments:_____ Signature:_____ Date:_____	**Chair of second Department affected by this petition:** ____ Support ____ Do Not Support Comments:_____ Signature:_____ Date:_____

For Gen Ed and other waivers:	
For what rule, requirement, or policy are you requesting this waiver?	Explain what course or activity you are asking to substitute for the rule or requirement OR explain why the requirement should not apply to you.

FOR OFFICE USE

Chair of Core Committee: _____ Support _____Do Not Support

Comments:_____

Signature:_____ Date:_____

DEAN'S DECISION: ____ Approved ____ Approved Conditionally _____ Denied _____ Returned to Student

Comments:_____

Date: _____ Signature: _____ Dean of Curriculum and Academic Services

Petition to Waive or Modify Academic Regulations and Degree Requirements

INSTRUCTIONS

Students who would like to request the College to modify or waive an academic policy or requirement must petition the Office of the Dean on the accompanying form.

The form covers modifications or waivers of core requirements; modifications of course distribution requirements; substitutions or alterations in requirements for the major or the minor; and other academic policies. (It is NOT to be used for requests to change grades, override prerequisites, extend deadlines, modify pass/fail and withdrawal policies, or waive fees.)

Students who wish to waive or modify a requirement for graduation or a degree program must:

a) fill out all information at the top of the form;
b) specify in writing the regulation to be waived/modified and why;
c) for waivers pertaining to major/minor/concentration, secure the signature and statement of support or non-support from the chair of their major department; if applicable, secure the signature and statement of support or non-support from the chair of a second department affected by the petition;
d) submit the form to the Office of the Dean in Erwin 106.

Students requesting more than one waiver or modification must file a *separate* petition for each request.