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 **Request for Alteration to Graduation Requirement**

Requests for alterations to graduation requirements are approved by the Advisor, Program Coordinator, and Registrar. This form is to be used to request an alteration to a graduation requirement including substituting one course for another or for an exception to a General Education requirement. The completed form should be submitted to the Registrar’s Office. Please use one form for each alteration requested.

To be completed by student:

Student Name: ID:

Major: Minor:

Advisor:

Alteration Requested: ⧠ Major Requirement Substitution ⧠ Minor Requirement Substitution ⧠ General Education Exception

Substitute course:

To be taken in place of this required course:

General Education exception requested:

Reason and Rationale for Request:

Student Signature: Date:

To be completed by Advisor: ⧠ Approve ⧠ Disapprove

Reason(s):

Advisor’s Signature: Date:

To be completed by Program Coordinator **for substituted course:** ⧠ Approve ⧠ Disapprove

Department Chair’s Signature: Date:

To be completed by Registrar: ⧠ Approve ⧠ Disapprove

Comments:

Registrar’s Signature: Date: