



# 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 Adviser:  Approve  Disapprove

Reason(s): \_\_\_\_\_

Adviser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Program Coordinators Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To be completed by Registrar:  Approve  Disapprove

Comments: \_\_\_\_\_

Registrar's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Registrar's Office ■ One College Green ■ P.O. Box 50 ■ La Plume, PA 18440-0200 ■ (570) 945-8224 ■ [registrar@keystone.edu](mailto:registrar@keystone.edu)**

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