LIBERAL STUDIES WAIVER/SUBSTITUTION REQUEST

This form is to be used by all academic departments for any adjustment to a student's Liberal Studies Program. Advisors should initiate the form on behalf of the student with their consent. Please complete the following using the directions.

Date Requested _____ SRU Email _____ Phone # _____

1st Major* _____ 2nd Major _____

Concentration _____ Minor _____

The following Basic Requirement courses <u>cannot</u> be waived. Exceptions can only be made by the following department chairpersons & deans:

Critical Writing (**ENGL102**) – Chair: English Department & Dean: College of Liberal Arts	Critical Reading (**ENGL104**) – Chair: English Department & Dean: College of Liberal Arts	English Literature & Culture (**ENGL220**) – Chair: English Department & Dean: College of Liberal Arts
Civil Discourse (**COMM200**) – Chair: Communication Department & Dean: College of Business		Beginning Algebra (**ESAP110**) – Chair: Exploratory Studies & Academic Progress

*All other Liberal Studies requests that are not part of Basic Requirements will be approved by the student's 1st Major Chairperson and 1st Major Dean.

SRU Required Course/Block Requirement	Credit Hours	Waive Course /Block	Substituted Course (Department, Course Number & Title)
1.			
2.			
3.			
4.			
5.			

Explanation/Comments:

A COPY OF THE DEGREE AUDIT, WITH THE AREAS REFERENCED IN THIS REQUEST CLEARLY MARKED, <u>MUST BE SUBMITTED</u> WITH THIS FORM.

If approved, the student's degree audit will be adjusted to reflect the exception. Denials will be returned to the department, who will notify the student.

Approved?

Requested by: Faculty Member, Adviser or Dean

_____ _____ _____ ☐ Yes ☐ No
Signature   Phone   Date

Chairperson of Department: (See above)*

_____ _____ _____ ☐ Yes ☐ No
Signature   Phone   Date

Dean of College: (See above)*

_____ _____ _____ ☐ Yes ☐ No
Signature   Phone   Date

*In addition: If the exception is for the **Arts Goal**, the Dean of Liberal Arts must also approve. If the exception is for the **Science/Math Goal**, the Dean of Engineering & Science must also approve.

_____ _____ _____ ☐ Yes ☐ No
Signature   Phone   Date