

MAJOR/MINOR/DEGREE REQUIREMENT WAIVER/SUBSTITUTION REQUEST

This form is to be used by all academic departments for any adjustment to a student’s program, computer competency, or BA language requirements. Advisers 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 Degree Requirements cannot be waived. Exceptions can only be made by the following department chairpersons and deans:

Computer Competency – 1 st Major Chairperson & 1 st Major Dean	BA Language – Chair: LLCW Department & Dean: College of Liberal Arts
DEI Requirement – 1 st Major Chairperson & Associate Provost	

SRU Required Course/Block Requirement	Credit Hours	Waive Course /Block	Substituted Course (Department, Course Number & Title)	Apply to:			
				1 st Major	2 nd Major	Minor	Other
1.							
2.							
3.							
4.							
5.							
6.							

If this request is for a course waiver in the major block above, are you also requesting a waiver of either one or both the following?

Half of the major must be taken at SRU or another PASSHE institution _____

Half of major credits must be taken at the 300/400 level _____

Explanation/Comments:

A COPY OF THE DEGREE AUDIT, WITH THE AREAS REFERENCED IN THIS REQUEST CLEARLY MARKED, MUST BE SUBMITTED 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.

Requested by: Faculty Member, Adviser or Dean

APPROVED?

SignaturePhoneDate

☐ Yes ☐ No

Chairperson of Department: The Chairperson of the program (1st major, 2nd major, minor, etc.) in which the waiver/substitution is being requested should approve/disapprove this request.

SignaturePhoneDate

☐ Yes ☐ No

Dean of College: The Dean of the college of the program (1st major, 2nd major, minor, etc.) in which the waiver/substitution is being requested should approve/disapprove this request.

SignaturePhoneDate

☐ Yes ☐ No

Dean of College of Liberal Arts: If the exception is for BA Language Requirement; Associate Provost if the exception is for DEI Requirement.

SignaturePhoneDate

☐ Yes ☐ No