TO: Vice President of Academic Affairs

SUBJECT: EXCEPTION TO CURRICULUM REQUIREMENTS

Name: _____

Student ID: _____

Major: _____

Student's Catalog Year: 20 ___ - ___

PLEASE CHANGE STUDENT'S CATALOG-YEAR TO: 20 ___ - ___

JUSTIFICATION:

_____ Change of Major

_____ Re-entry after 1 + year absence

_____ Other _____

I request the following exception(s) be made for the above mentioned student:

AC REQUIRED COURSE: _____ (Course Name/Number) _____ (Course Title) _____ (Credit Hours)

SUBSTITUTE COURSE: _____ (Course Name/Number) _____ (Course Title) _____ (Credit Hours)

If transfer*: _____ (Institution's Name and Address)

JUSTIFICATION: _____

WAIVE REQUIREMENT: _____ (Course Name/Number) _____ (Course Title) _____ (Credit Hours)

JUSTIFICATION: _____

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*NOTE: This request will not be acted upon until an official transcript of any transfer work is on file in the Registrar's Office and a copy of the evaluation is attached.

_____ Department Chair/Division Chair Date

_____ Branch Campus Director *optional* Date

_____ Dean Date

_____ Vice President of Academic Affairs Date

Reset Form