

Procedure:	Waiver of Degree Requirement	Reference No.:	3.9
Authority:	College President	Cross Reference:	Policy 1.1
Approved:	November 9, 1994		
Revised:			

1. Students must fulfill the degree requirements of their curriculum as defined in the College Catalog at the time of matriculation. In certain instances, however, an Academic Department or Divisional Designee may waive course requirements and/or substitute coursework based on an evaluation of the student's past record.

Substitution is the replacement of one degree requirement for another. Examples would be:

- A. Substitution of another social science course for a prescribed one.
- B. Substitution of one technical requirement for another.
- C. Substitution of previously taken coursework for current requirements.

Waiver is an exemption from a requirement. Examples include:

- A. A waiver of physical education requirements for medical reasons.
- B. Waiver of a particular course or degree requirement because of the student's verifiable prior learning. If a requirement is waived, the Academic Department may require additional credits to replace those waived.

2. Approval of Waiver/Substitution of Degree Requirements

Department Chair/Divisional Designees should complete a "Graduation Requirement Waiver/Substitution Form," identifying the waived requirement or the course substitution and the rationale for this approval. A copy is given to the student and one is retained for the departmental files. The original is forwarded to the Registrar's Office for posting to the student's Degree Audit Record.