Degree Progress Student Waiver Request Form

Directions: Use this form to request a waiver for a specific student's degree progress report (DPR). The requirement group (RG) and requirement number (RQ) are located on the student's DPR, and <u>must</u> be included with each request. The course/category should match the wording found on the student's DPR. Non-course waivers include college/department specific requirements such as grade restrictions, plan GPA's and plan residency requirements.

Please note that an approved waiver does not reduce the total number of credit hours necessary for graduation. A waiver does not follow a student if they change programs/plans. The registration system does not recognize waived courses as prerequisites, so students will need to seek overrides each time that course is used as a prerequisite.

Justification is required for each requested waiver, and only those approved by the Associate Provost in consultation with the Office of Student Records will be processed.

Student Name: _____   Student ID: _____

College Requesting: _____   Plan Receiving: _____

COURSE WAIVER(S):

Course / Category Waived	RG#	RQ#	**Waiver Justification** (Additional justification if needed can be attached to form)
(Example): NFA 117	8316	5020	*Transfer student*

NON-COURSE WAIVER(S):

Item / Category Waived	RG#	RQ#	**Waiver Justification** (Additional justification if needed can be attached to form)
(Example): BIO 100	8316	5020	*"C" grade requirement waived, will accept "C-"*

Advisor's Signature: _____   Date: _____

Prog. Coord./Dept. Chair: _____   Date: _____

Associate Dean's Signature: _____   Date: _____

Associate Provost's Signature: _____   Date: _____

Routing: Advisor >> Prog. Coord./Dept. Chair >> Associate Dean >> Associate Provost >> Student Records

Form updated 04.01.2024