Request for Adjustment of Academic Requirement

Please print legibly

Date: ____________________
RedID: ____________________
Primary Major: ____________________
Secondary Major: ____________________
Minor: ____________________
Phone: (_______) ____________________
E-mail: ____________________
Expected Graduation Date: ____________________
Have you applied yet? □ Yes □ No

READ AND FOLLOW DIRECTIONS CAREFULLY

This form should be used by undergraduate students requesting an exception to an academic policy or regulation. DO NOT request an adjustment unless you have seen an adviser or received an official evaluation.

Submit this petition, along with departmental recommendation when required, to the Academic Advising Center, SSW 1551.

Attach the supporting documentation:
1. Syllabus from course in question taken at another institution
2. Copy of your evaluation or graduation evaluation
3. Copy of departmental advising sheet (or master plan)

Upon filing this form with the Office of Advising and Evaluations, please allow up to 8-10 weeks for processing. If the request is approved, the adjustment will be honored on your degree evaluation. If the request is denied, you will receive a copy of this form in the mail notifying you of the decision. If the request is denied because it is in violation of Title V, an executive order from the CSU Chancellor Board of Trustees, and/or SDSU University Senate Policy, there is NO APPEAL. In other cases, a denied request may be appealed to the Dean of the Division of Undergraduate Studies.

SPECIAL CONSIDERATION REQUESTED (Include explanation for request)


REQUIRED FOR ADJUSTMENTS TO MAJOR & MINOR ONLY

Request recommended by ____________________

Signature of Chair, Director, or Designee ____________________ Date ____________________

ASSISTANT DEAN OF UNDERGRADUATE STUDIES

□ Approved □ Denied □ No Action

Signature of Dean or Designee ____________________ Date ____________________

COMMENT:

FOR UNIVERSITY USE ONLY When approving a course substitution, please initial one of the following:

□ The approved course substitution, subject to articulation agreements, applies to ALL students (blanket waiver).
□ The approved course substitution applies as an exception for this student only.