

# **Petition to Waive a Degree Requirement**

Office of the Registrar

9700 West Taron Drive | Elk Grove, CA 95757 (P) 916-686-7400 | CNRegistrar@cnsu.edu | (F) 916-686-8432

#### **DESCRIPTION & INSTRUCTIONS**

Please complete this form if you are requesting a waiver or substitution for a degree requirement.

### Process

1. Student-Initiated:

- **Undergraduate students** will need to meet with an academic advisor to review the request to complete this form.
- **Graduate students** will meet with the applicable Academic Affairs/Student Affairs Department to review this request and complete this form.

2. The Academic Advisor will submit the form to the applicable Head of Department (Assoc. Dean, Clerkship/Course Director) to approve or deny the request, then forward to the Dean of the College.

3. The Dean of the College will serve as the final approver for all requests related to degree requirements.

4. The Dean's Office will forward this form to the Registrar who will make any approved changes to the student's record and the decision communicated to the student by email.

# STUDENT INFORMATION (please print clearly)

Name:			
First	Middle	Last	
CNU ID#: Colleg	ge/Program:	Expected Graduation Year:	
CHS only, please indicate your pathway:		(ex. 3+4 BS-MD, etc.)	

## The following deviation(s) from the catalog requirements are requested:

Requirement(s) to be Waived:

Student's Justification for the Waiver Request:

Department's Justification for the Waiver Request:

### **REVIEW and DECISION**

Signature of Academic Advisor	Approved	Denied	Date	
Signature of Head of Department	Approved	Denied	Date	
Signature of College Dean	Approved	Denied	Date	
	Processed			_