

## REQUEST FOR ADJUSTMENT TO ACADEMIC REQUIREMENTS

This form is used to request exceptions to major, minor and degree requirements for graduation purposes. **It is the student's responsibility to provide rationale and/or documentation justifying the exception requested.** Once the form has been completed and all approval signatures have been obtained, return the form to the Yote Stop for processing.

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Graduation application on file? ☐ Yes ☐ No Current Catalog Year: \_\_\_\_\_

Major/Minor area affected by adjustment: 1: \_\_\_\_\_

Anticipated Graduation Date: FA 20\_\_\_\_ SP 20\_\_\_\_ SU 20\_\_\_\_ WI 20\_\_\_\_

### ☐ REQUIREMENT SUBSTITUTION:

I request that this course/requirement: \_\_\_\_\_ taken at: \_\_\_\_\_  
(Institution)

will substitute this course/requirement: \_\_\_\_\_ at The C of I.

Justification:

### ☐ WAIVER:

Course/requirement requested to be waived: \_\_\_\_\_

Justification:

## APPROVAL SIGNATURES

Students must obtain signatures in the order listed below.

### Department Chair Approval:

1. \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_  
DEPARTMENT CHAIR – PRINT NAME  
\_\_\_\_\_  
DEPARTMENT CHAIR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

(Registrar's Office use only)

\*Registrar Signature: \_\_\_\_\_ Date Processed: \_\_\_\_\_