

## **POLICY L**

### **ACTION: CREATE GRADUATION REREQUIREMENT WAIVER POLICY**

**PROBLEM:** From time to time it is necessary to waive established requirements for majors and graduation. We do not have a clear policy to do so which means it is difficult to be consistent over time.

#### **PROPOSED POLICY:**

##### **Departmental Waiver Policy:**

Should a waiver or substitution of required classes, minimum GPA or other academic requirements be determined to be necessary within an academic major, the department chair acting on behalf of the department faculty will send a notice of waiver or substitution to the Registrar. The waiver or notice of substitution will be noted on the student's transcript and become part of the student's academic file.

##### **General Education/Graduation Waiver Policy:**

Should a waiver or substitution of required classes or other academic requirements be determined to be necessary as to the courses required for graduation, the Academic Petitions Committee will hear the petition. Generally, the affected student will submit the petition to the Registrar. The Academic Petitions Committee may decide to make its judgment on the basis of the petition, or it may seek additional information from the student, the Registrar, faculty or other members of the academic community. The Registrar will communicate the committee's decision to the student. The student may appeal the decision to the Academic Appeals Committee. The minimum GPA required for graduation and the minimum number of credits required for graduation, as specified in the applicable catalog pursuant to which the student has declared their course of study, cannot be changed except by a majority vote of the faculty.

#### **RATIONALE:**

This policy makes it clear that waivers and substitutions may be made from time to time and that the decision is the department's in the case of a major and the Academic Petitions Committee in regards to graduation requirements. The chair acts on behalf of the department and is responsible to the department. In most cases, this will likely mean a departmental decision is made on a case by case basis.

#### **Old Language in Second Paragraph:**

Should a waiver or substitution of required classes, minimum GPA, or other academic requirements be determined to be necessary within the courses and credits required for graduation, the Academic Petitions Committee will hear the petition. Generally, the affected student will submit the petition to the Registrar. The Academic Petitions Committee may decide to make its judgment on the basis of the petition, or it may seek additional information from the student, the Registrar, faculty or other members of the academic community. The Registrar will communicate the committee's decision to the student. The student may appeal the decision to the Academic Appeals Committee.