

COLLEGE OF EDUCATION, HEALTH & SOCIETY
DEPARTMENT Request for Adjustments to Student Degree Audit Report (DAR)
(*ADVISOR USE ONLY - Please see other side for direction - return to department office*)

Department: _____ DATE: _____

Student Name: _____ Banner #: _____

Contact info: (Please provide CURRENT address for notification) e-mail: _____

Street _____ Apartment # _____ City _____ State _____ Zip _____

Student Signature: _____ Phone: (____) _____

Changes will be recorded in the Major: _____ Minor: _____

Is student a candidate for immediate graduation? No Yes _____ / _____
(Month) (Year)

ACTION TO BE TAKEN:

Course substitution(s) *Please provide course number as it appears on the student's DAR

Current or Completed Course		Required Course or Sub-Requirement	Divisional Office Use
	FOR		
	FOR		

Waive course (s): _____ \ _____

Waive program hours
for: _____

Waive program g.p.a.: _____

Accept credit for course in major: _____

For Department Use Below:

Advisor's Signature: _____ I support I do not
support\date _____

Department Signature: _____ I support I do not support\date _____
OR
Department Chair Signature: _____ I support I do not
support\date _____

Additional
comments: _____

DIRECTIONS:

This form is to be used by EHS departments when requesting changes or adding comments to a Student DAR.

STEPS:

1. Student **MUST** meet with an academic advisor prior to completing this form. Additional materials (ie: a course syllabus, letter of explanation, etc.) might be required to substantiate request. The academic advisor will instruct the student on what additional materials are needed.
2. Advisor discusses student request and completes form. If approved, advisor submits form to the department committee, undergraduate coordinator and/or chair for final approval if required.
3. ATTACH A CURRENT DAR (Degree Audit Report)
4. Department will send the completed and approved form to the Dean's office in room 207 McGuffey Hall to have comment posted to the student's DAR.
5. Department will notify student of final results.

ADDITIONAL INFORMATION:

Student Information: Top portion of the petition is to be completed by the student. Please indicate if this request is within the major or minor and expected graduation date. Ask the student to sign for verification there has been an agreement for requesting the adjustment. ATTACH A CURRENT DAR.

Course substitutions: Please include course letters and numbers (ex: EHS 101) and the course completed (or in progress) in column one (ex: EHS 101) and the required course to be substituted in column two (ex: EHS 102). If using a course to complete a specific sub-requirement please identify what sub-requirement is to be used. If you need to substitute more than two courses please use an additional form.

Waive a course: Please be specific by including the course letters and numbers (ex: EHS 101). If you need to waive more than two courses please use an additional form.

Waive program hours: This is used for areas where hours in a program are required but possibly met through transfer work or other areas. Please be specific on total hours to be waived. (ex: 2 hrs in program core) The university required total hours (128) towards graduation cannot be waived.

Waive program g.p.a.: Use this when waiving a required g.p.a. in a major concentration, core or other area specific to the major. The university required g.p.a. (2.00) cannot be waived.

Accept credit for course in major: When a student has taken a course "credit no" and received credit (X) for a course within the major, please request what specific course you would like to count for credit in the major (ex: EHS 101). Generally, all courses within a major must be taken for credit.