

STUDENT PETITION FOR ALTERATION IN GRADUATION OF PROGRAM REQUIREMENTS

INSTRUCTIONS: A separate form must be used for each request. The student, together with his/her academic advisor, is to complete Parts A and C. The student will supply supporting documentation such as course description or syllabus for a course from a college other than WVNCC. (Complete information is required for processing.) The form is to be sent by the advisor to the Records Office for processing.

PART A: Student and Advisor complete

Student's Name _____	Student N Number _____
Address _____	Telephone Number _____
City & State _____	Zip Code _____ Grad Year _____
Program of Study _____	
On the back of this form (Part C), please state the reason(s) you are filing this petition. You must attach any supporting documentation.	
This request will not be processed unless a written explanation of the reason(s) for the request is completed. I understand that if this petition should be denied, I may appeal the decision.	
Student's Signature _____	Date _____
Academic Advisor's Signature _____	Date _____

SUBMIT TO RECORDS OFFICE

Records office initials _____

PART B:

Completed by Program Director/Department Chair in which the course is offered. Name _____ I recommend: ____ Acceptance of the request ____ Rejection of the request ____ Acceptance of the request altered as follows: _____ _____ Signature of Director/Chair _____ Date _____
Completed by Program Director/Department Chair in which student intends to earn the degree. Name _____ I recommend: ____ Acceptance of the request _____ Rejection of the request ____ Acceptance of the request altered as follows: _____ _____ Signature of Director/Chair _____ Date _____
Completed by the Vice President of Academic Affairs or Designee Request was: _____ ACCEPTED ____ DENIED ____ SEE COMMENTS ON BACK Signature of Vice President of Academic Affairs _____ Date _____

DEFINITIONS

Course Substitution: Replacing a program requirement with a course that has a similar course description and objective but has a different title and/or course number. Credit is awarded for the substitution and designated on the student's academic record.

Course Waiver: A student can be excused from a specific program requirement by demonstrating that the required competencies have been met as a result of a combination of previous academic experience. The student does not receive a grade or credit for the course that has been waived; hence, these hours are not calculated in the number of hours earned toward degree requirements. The student must still complete the total number of hours in meeting program requirements.

NOTE: If a student has prior experience or developed competencies in a specific skill area, he/she may demonstrate those skills through the challenge exam for designated courses or by exploring the option of a Course Learning Contract (CLC) with the division in question. Tuition and course fees are required for these options.

PART C

I hereby petition that the following action be taken: