

## West Virginia Northern Community College

### Petition for Alteration in Graduation and Program Requirements

**Petition for alteration in graduation and program requirements** may be submitted by students who request a modification in course requirements when they can document that program competencies or general education goals have been met in other ways. This petition should be initiated by the student in consultation and with the approval of the academic advisor.  
OPTIONS:

Substitution requests must be sent to the subject matter expert for review.

Waiver requests must be sent to the program director as the program requirement expert for review.

**STEP ONE:** The faculty/advisor works with student to complete the form. The student will supply supporting documentation, such as course description or syllabus for a course. Complete information is required for processing. This petition is only for the major listed in the Student Information System (Banner). Please state the reason(s) for the petition. Attach any supporting documentation. The request will not be processed unless a written explanation of the reason is complete.

**COURSE SUBSTITUTION:** Replace a program requirement with a course that has 70% of the same course outcomes based on the description and or a syllabus. Credit is awarded for the substitution and designated on the student's academic record.

*Course substitutions for courses no longer offered by the College can be made by the division chair/program director administering the affected courses, with the approval of the Chief Academic Officer. Efforts are made to assist students in completing degree requirements in an efficient and timely manner.*

**COURSE WAIVER:** A course requirement may be waived from a specific program by demonstrating that the required program outcomes have been met as a result of previous academic experiences. 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 a program requirement.

Student Name: \_\_\_\_\_

ID: (N) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_@mail.wvncc.edu Phone (\_\_\_\_\_) \_\_\_\_\_

Major \_\_\_\_\_ Catalog Year \_\_\_\_\_ Graduation Year \_\_\_\_\_

The faculty/advisor must determine which alteration to request following the definitions below:

3/11/2022

Reason for Request:

I understand that if the petition should be denied, I may appeal the decision.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Academic Advisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

**STEP TWO:** The form must be sent by the faculty/advisor to the Records Office via email at [records@wvnc.edu](mailto:records@wvnc.edu) or interoffice mail sending it to the B&O Building on the Wheeling Campus for processing. The Records Office will forward the request to the appropriate individual.

**STEP THREE:** To be completed by Subject Matter Expert (substitution) or Program Director (waiver) in which course is offered.

This course \_\_\_\_\_ may be: (Initial response)

Substituted for the course \_\_\_\_\_

\_\_\_\_\_ Waived for the course \_\_\_\_\_

\_\_\_\_\_ Denied for the following reason:

\_\_\_\_\_

Content Faculty/Program Director Signature: \_\_\_\_\_ Date \_\_\_\_\_

**STEP FOUR:** To be completed by Division Chair in which student intends to earn their degree.

Circle the decision: Accept the Recommendation

Denied for the following reason:

\_\_\_\_\_

Division Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

**STEP FIVE:** To be completed by the CAO: (initial response)

\_\_\_\_\_ Accept the Recommendation

\_\_\_\_\_ Denied for the following reason:

\_\_\_\_\_

CAO \_\_\_\_\_ Date \_\_\_\_\_

**Completed Form** to be submitted to the Records' Office [records@wvnc.edu](mailto:records@wvnc.edu)