

## West Virginia Northern Community College

### Petition for Alteration in Graduation and Program Requirements

Step One: The student, together with their academic advisor, is to complete the form. 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.) This petition is only for the major listed in the Student Information Section.

Step Two: **The form is to be sent by the advisor to the Records Office located in the B&O Building on the Wheeling Campus for processing.**

Step Three: The acceptance or denial of the petition will be sent only to your Northern email.

Student Name \_\_\_\_\_ ID (N) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

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

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

**Course Substitution:** Replace a program requirement with a course that has similar course description and objective, but has a different title and/r course number. 70% of the course requirements must be met. 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 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 a meeting program requirements.

Please state the reason(s) you are filing the petition. You must attach any supporting documentation. The request will not be processed unless a written explanation of the reason is complete.

**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 \_\_\_\_\_

**Submit to Records' Office**

Records' Office initials
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**Administrative Information (completed after the Records' Office Processing)**

**1. To be completed by Content Faculty/Program Director in which course is offered.**

This course \_\_\_\_\_ may be:

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

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

Denied for the following reason:

\_\_\_\_\_

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

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

Accept the Recommendation

Denied for the following reason:

\_\_\_\_\_

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

**3. To be completed by the Provost.**

Accept the Recommendation

Denied for the following reason:

\_\_\_\_\_

**Provost** \_\_\_\_\_ **Date** \_\_\_\_\_

**Completed Form to be submitted to the Records' Office**