

## **PROGRAM REQUIREMENTS**

ADMINISTRATIVE RULE NUMBER: D004

LAST APPROVED: June 04, 2013, December 15, 2015, May 29, 2019

RELATED TO POLICY SERIES NUMBER: 400

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### OVERVIEW

Students have the right to petition for the following:

- A. Waiver of comprehensive degree and/or certificate requirements
- B. Substitution of course work to meet the General Education requirements
- C. Substitution of course work to meet degree and/or certificate requirements
- D. Awarding of non-traditional credit

Substitution of course work to meet General Education requirements or waivers of comprehensive degree and/or certificate requirements shall be approved/disapproved by the Vice President of Instruction and Student Services.

For substitutions of course work to meet degree and/or certificate requirements, and/or for awarding of non-traditional credit, the administrative support person or campus designee shall approve/disapprove petitions in accordance with guidelines established by the Curriculum Committee.

No student can graduate for less than the required number of credits. Credit can be given for equal course work, but it cannot be waived entirely. If the student disagrees with the petition decision, the process will follow the guidelines for academic complaints and hearings set forth in Administrative Rule.