University Requirement Waiver

This University requirement waiver form should be completed by an academic advisor when a student is requesting to waive a University requirement related to:

- Liberal Studies
- Diversity
- Junior-level writing
- Capstone

NOTE: The following university-level requirements will NOT be waived, or modified:

- At least 120 units for a bachelor’s degree;
- At least 30 units of upper-division (300 level or above) coursework, which may include transfer courses;
- At least 30 units of coursework taken through Northern Arizona University, of which at least 18 must be upper-division;
- A cumulative grade point average of at least 2.0 on all coursework attempted at Northern Arizona University.

Process:

- Send this completed form, an unofficial transcript and a letter of explanation/justification to the Assistant Director, Curriculum, Commencement and AZTransfer & Articulation: Nicole.Morrow@nau.edu.
- If approved, the change will be added to the student’s record by the Office of the Registrar.
- After processing is complete, an approval/denial email will be sent to the advisor whose signature is below.

Note: For requests to substitute a transfer course:

- for a Diversity requirement, please use the request to substitute a transfer course for a Diversity requirement form found in policy 100215.
- for a Liberal Studies requirement, please use the request to substitute a transfer course for a Liberal Studies requirement form found in policy 100216.

Student Name: ___________________________  ID#: ___________________________
NAU Email: ___________________________@nau.edu  Phone: ___________________________
Major: ___________________________  Student Catalog Year: ___________________________

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<tr>
<th>Proposed requirement to be waived (justification must be attached)</th>
<th>International Student: yes or no?</th>
<th>Expected term of graduation</th>
<th>APPROVED</th>
<th>DENIED</th>
<th>UNITS APPROVED</th>
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Advisor’s Name
(please print)

__________________________________________________________

Advisor’s Signature

__________________________________________________________

Date

Advising Director Signature*

__________________________________________________________

Date

*Monica Bai, Maureen Fray, Terri Hayes, or Stephenie Jerome