

STUDENT INSTRUCTIONS FOR REQUESTING THAT A COURSE FULFILL A GRADUATION REQUIREMENT

After consulting with your advisor, if you have a course currently listed on your transcript that you feel should satisfy a major, minor, general education, or degree requirement, please follow the steps below:

- For a course that you wish to direct to a major or minor requirement, please visit the Department Head for your major or minor. If approved, the Department Head will then forward the original Course Directive/Waiver form to the Dean of the School for approval. If approved, he or she should then forward the original to the Office of the Registrar for processing.
- If you are requesting a course be directed to satisfy a General Education requirement, please schedule an appointment with the University Studies office located in Maury Hall. If approved, University Studies will forward the original Course Directive/Waiver form to the Office of the Registrar for processing.
- If you wish for a course to satisfy two different requirements (i.e. General Education and your major) follow the procedures above and both original forms should be forwarded to the Office of the Registrar by both departments for processing.