

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: _____

Proposed requirement to be waived (justification must be attached)	International Student: yes or no?	Expected term of graduation	APPROVED	DENIED	UNITS APPROVED
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

Advisor's Name
(please print) _____

Advisor's Signature _____ Date _____

Advising Director
Signature* _____

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

Date