

COLLEGE OF COMMUNICATION

DARS EXEMPTION REQUEST FORM

Student Name _____ Soc # _____

School _____ Major _____

INSTRUCTIONS:

Under DARS, an **exemption** includes any changes allowed in a student's major requirements for graduation. Exemptions include such actions as waiving a required course, allowing a substitution of one course for another, or waiving the number of credit hours required to fulfill a requirement. Exemptions can be programmed into a student's DARS report so that the waiver/substitution will show up on future reports.

REMINDER:

Advisors are **not** permitted to waive University General Education requirements like Tier I, II, and III, nor the requirement of 192 total hours and 2.0 accumulative grade point average. The requirements for a Minor are set by the department offering the minor, and approval by the University Curriculum Council, so Minor requirements cannot be waived. Only School requirements may be waived, and the School policies/procedures for allowing such waivers should be consulted.

As advisor for the above-named student, I request/authorize the following exemption be recorded on the DARS:

(Examples: "Waive 2 hours of upper-level Arts & Humanities." "Student may substitute CS 230 for the required CS 120." etc.

Print Advisor's Name _____ Advisor's Phone # _____

Signature of Advisor Date

OFFICE USE ONLY Date Input _____ By _____

(ABOVE EXEMPTION IS TO BE LOGGED ON THE COMMENT SHEET INSIDE STUDENT RECORD.)