

HAMPTON UNIVERSITY  
 HAMPTON, VIRGINIA 23668

OFFICE OF THE PROVOST

DEPARTMENTAL REQUEST FOR PROGRAM ADJUSTMENTS  
 (Substitutions/Waivers for the Undergraduate College)

Name \_\_\_\_\_ Classification \_\_\_\_\_ Major \_\_\_\_\_

Social Security No. \_\_\_\_\_ Department \_\_\_\_\_ School \_\_\_\_\_

| <u>WAIVER</u>  | <u>SUBSTITUTION</u>   |
|--|---|
| _____ General Education University Requirements                                  | _____ General Education University Requirements   |
| _____ Adjustment in Major Course Requirements                                    | _____ Adjustment in Major Course Requirements   |
| _____ Adjustment in Elective Course Requirement                                  | _____ Adjustment in Elective Course Requirement   |
| _____ Other Special Adjustments  | _____ Other Special Adjustments   |
| Rationale: _____   | Rationale: _____  |
| It is requested that the requirement of _____ Course No./Title/Credit be waived. | It is requested that _____ Course No./Title/Credit be substituted for _____ Course No./Title/Credit |
| Rationale: _____   | Rationale: _____  |

| CHAIRMAN                     | DEAN                          | CHAIRMAN                     | DEAN                          |
|------------------------------|-------------------------------|------------------------------|-------------------------------|
| ( ) Recommend Approval       | ( ) Approve<br>( ) Disapprove | ( ) Recommend Approval       | ( ) Approve<br>( ) Disapprove |
| _____<br>Signature      Date | _____<br>Signature      Date  | _____<br>Signature      Date | _____<br>Signature      Date  |

| PROVOST<br>(When appropriate) | PROVOST<br>(When appropriate) |
|-------------------------------|-------------------------------|
| ( ) Approve<br>( ) Disapprove | ( ) Approve<br>( ) Disapprove |
| _____<br>Signature      Date  | _____<br>Signature      Date  |

| REGISTRAR                    | FOR REGISTRAR'S OFFICE USE ONLY |
|------------------------------|---------------------------------|
| ( ) Validate                 |                                 |
| _____<br>Signature      Date |                                 |