



## Rowan College of South Jersey

Administrative Procedure: 3105

### GRADUATION VARIANCE

A graduation variance allows a student to request the substitution of a degree requirement (major, minor, concentration, or general education) with a course outside of his/her program requirements. Graduation variances are considered on an individual basis only.

The student initiates the process by requesting and completing the *Graduation Variance Request* form obtained from his/her counseling advisor in the Office of Academic Advisement located in the Student Services building. Once the form is completed, the student makes an appointment with his/her counseling advisor. The student attends this meeting with the following documents:

- the completed variance request form;
- a copy of his/her transcript; and
- the program control sheet of his/her chosen major.

In addition, a student will bring as much supporting documentation as possible. This may include the course description from the course catalog from the granting institution and a copy of the syllabus of the applicable course.

After meeting with his/her counseling advisor, the student arranges a meeting with the appropriate divisional dean to discuss the request.

If **approved** by the dean, the counseling advisor or designated staff member will enter the variance into the student's online degree evaluation.

If **denied** by the dean, the student may appeal to the Vice President and Provost for a final decision.

Area: Academic Services

Approved: 07/01/19

President's Authorization:

A handwritten signature in black ink, appearing to read "James Kealey".

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *3105 Graduation Variance*

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