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.

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

Administrative Procedure: 3105 Graduation Variance