



## 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 program requirements. Graduation variances are considered on an individual basis only.

The student initiates the process by contacting their advisor to review their Degree Progress Audit and to complete their degree pathway.

After meeting with the advisor, the advisor may contact the appropriate divisional dean to discuss the request. The advisor will submit the electronic Program Variance Form via the Portal to the appropriate dean for final approval.

If **approved** by the dean, the Registrar's Office will enter the variance into the student's Degree Program Audit.

If **denied** by the dean, the student may appeal to the President, Chief Academic Officer for a final decision.

Area: Academic Services  
Approved: 07/01/19, 03/21/23  
Revised: 07/29/25

President's Authorization: \_\_\_\_\_

A handwritten signature in black ink, appearing to be "R. S. S.", is written over a horizontal line.

#### References:

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