**Programs of Study and Procedure for Substitutions, and Waivers**

We view the programs of study as a working “contract” between the student and the departments and expect the student to meet all requirements listed on it. It is understood that the department chairperson (or his/her designee) does have the authority to recommend substitutions or waivers in writing or via email. The Dean’s Office will make note of shortages when completing senior checks and graduation check-out. The Dean’s Office will not approve a student for graduation if requirements are not met.

ALL SPECIAL CONTRACTS, ETC., MADE BETWEEN THE DEPARTMENT AND THE STUDENT MUST BE DOCUMENTED BY MEMORANDUM TO THE DEAN’S OFFICE SIGNED BY THE CHAIRPERSON/DESIGNEE OR BY EMAIL FROM THE CHAIRPERSON/DESIGNEE.

SUBSTITUTIONS AND WAIVERS MUST BE APPROVED BY TWO FACULTY MEMBERS, ONE PREFERABLY BEING THE CHAIRPERSON OR THE CHAIRPERSON'S DESIGNEE.

Each spring the Dean’s Office records team updates the catalog and programs of study that are used by students, faculty advisers, and staff advisers. We recommend that departmental advisers be familiar not only with the programs of study that applies to their immediate area of advising, but also with the basic structure of all of their respective departmental majors. Students may shift from one specific major to another within departments; therefore, advisers should be somewhat familiar with all programs of study in their departments.

Advisers should be completely familiar with the core curriculum/special designator and the general education/designations requirements as well. Departmental advisers should never assume that students get this information elsewhere. Students are declaring majors earlier than in the past (closer to the 30 hour requirement) so more advising in the core curriculum/general education programs will be required of faculty advisers.