

UNDERGRADUATE  
MODIFY/WAIVE FORM PROCESS

**MODIFY FORMS:**

- 1) Student discusses with advisor/dept. chair the courses to be modified.
- 2) Student completes the modify form and submits it to the dept. chair for approval and signature. The department makes copy of signed form for office file.
- 3) Original signed modify form is submitted to the Dean's Office.
- 4) Student's advising report is run and submitted to the Assistant Dean with the original modify form.
- 5) Assistant Dean reviews submitted modify form with advising report and approves or provides other instruction on the form.
- 6) The Assistant Dean approves and signs the form and returns it to the Dean's Office Admin. to be updated in the Colleague or DegreeWorks system.
- 7) A copy of the approved, signed modify form is sent to the dept.
- 8) If the form is not approved, a copy is made and kept in the Dean's Office. The original form is returned to the dept. for review, update and resubmission.
- 9) The student, dept. chair, dept. admin., and Registrar Office are emailed of update on student's file of approved changes. Student may view the change on the WebAdvisor website or the DegreeWorks website.
- 10) The original signed (approved) modify form is filed in the student's file in the Dean's Office.

**WAIVE FORMS:**

- 1) Student discusses with advisor/dept. chair the course to be waived.
- 2) Dept. chair creates and submits to the Dean's Office the signed waive form with necessary documentation (if required). The department makes copy of signed form for office file.
- 3) Student's advising report is run and submitted to the Assistant Dean with the waive form.
- 4) Assistant Dean reviews submitted waive form with advising report and approves or provides other instruction on the form.
- 5) The Assistant Dean signs waive form and returns to the Dean's Office Admin. to be updated in the University Colleague or DegreeWorks system.
- 6) A copy of the signed waive form is sent to the dept.
- 7) If the form is not approved, a copy is made and kept in the Dean's Office. The original form is returned to the dept. for review, update and resubmission.
- 8) The student, dept. chair, dept. admin., and Registrar Office are emailed of update on student's file. Student may view the change on the WebAdvisor website or the DegreeWorks website.
- 9) The original signed waive form is filed in student's file in the Dean's Office.