

REQUEST FOR EXCEPTION TO GRADUATION REQUIREMENT

Office of the Vice President for Academic Affairs

Student's Name: _____ Student I.D.# _____

Area of Study: _____ Attach a copy of the student's transcript: (check box)

Exception Requested:

Waive: _____ Substitute: _____

Waive: _____ Substitute: _____

Rationale for Exceptions (s):

Transfer Note: The exceptions (s) listed above may compromise ability to take advantage of the MassTransfer and/or MassTransfer block agreement between the four-year state universities and community colleges in Massachusetts. These exceptions may also impact Articulation Agreements with numerous four-year institutions that would make the transfer and acceptance of HCC credits both simple and convenient.

Students must complete total credits required in a declared major for graduation unless also waived.
*A **minimum** of 60 credits is required for all HCC degrees.*

Requested by: (signature) _____ Position: _____
(Students may not complete this form) (Advisor, Registrar, OSD Specialist, etc.)

Student Signature: _____ Date of Request: _____

For Office Use Only

Course Area of Study Chair, Coordinator **and/or**

Department Chair Approval: _____ Date: _____

Division Dean for Major Approval: _____ Date: _____

V.P. for Academic Affairs Approval: _____ Date: _____

Student Records: Rec'd Date: _____ Degree Works Coding Date: _____