

**THE UNIVERSITY OF NEW MEXICO - LOS ALAMOS  
STUDENT COURSE WAIVER REQUEST**

Date of request: \_\_\_\_\_ Return by \_\_\_\_\_

To \_\_\_\_\_ From: \_\_\_\_\_  
**Curriculum Coordinator** **Academic Advisor**

Change of Degree Requirement for \_\_\_\_\_ (student)

Work# \_\_\_\_\_ Home# \_\_\_\_\_  
E-mail \_\_\_\_\_ SS # \_\_\_\_\_  
GPA \_\_\_\_\_ Cum. Hrs. \_\_\_\_\_

Certificate program in \_\_\_\_\_ Associate degree in \_\_\_\_\_

**I understand that this course may or may not be used as a waiver for my current degree program.  
If I at anytime change catalog years or degree programs this waiver will not longer apply.**

**Student Signature** \_\_\_\_\_

**The following change in the degree plan has been requested:**

Waiver course number \_\_\_\_\_

Course title \_\_\_\_\_

Credit hours \_\_\_\_\_

Reason for request:

\_\_\_\_\_ Student is scheduled to graduate and was unable to take course last time it was offered:

\_\_\_\_\_ Change in program requirements necessitates course waiver.

\_\_\_\_\_ Student has adequately demonstrated academic proficiency in the course.

\_\_\_\_\_ Comparable course taken at another institution.\*

\_\_\_\_\_ Other/comment \_\_\_\_\_

Curriculum Coordinator \_\_\_\_\_ Approved \_\_\_ Not approved \_\_\_ Date \_\_\_\_\_

Reason if Disapproved \_\_\_\_\_

Division Head \_\_\_\_\_ Approved \_\_\_ Not Approved \_\_\_ Date \_\_\_\_\_

Reason if Disapproved \_\_\_\_\_

Process Steps:

- 1. Academic Advisor will complete the form and submit to the Curriculum Coordinator along with a copy of the Official degree check and course description (if applicable).
- 2. Curriculum will then approve/disapprove and submit form to the Division Head for final approval/disapproval.
- 3. Division head will give final approval/disapproval and submit completed form to the Academic Advisor.
- 4. Academic Advisor will contact student regarding the outcome of waiver and forward the form to the Registrar's Office to be placed in the students Academic Record.

**Waivers will be handled on an individual basis, however, requests for waivers must be processed a minimum of one semester prior to the semester of expected graduation. Please refer to the Waiver Policy before submitting a waiver for approval.**

**Please submit original completed form to the UNM-Los Alamos Registrar's Office.**

## THE UNIVERSITY OF NEW MEXICO-LOS ALAMOS WAIVER POLICY

The UNM-Los Alamos policy for waivers does not allow for any of the following to be waived in accordance with associate degree programs.

Candidates for any associate degree offered by UNM-Los Alamos must meet the following University limitations.

1. A minimum OF 60 acceptable semester hours must be earned. (allowable technical-vocational coursework to be determined by degree-granting college.)
2. Of the 60 hours minimum, no more than 9 semester hours may be earned by extension or correspondence.
3. A minimum of 15 semester hours must be earned in residence at UNM-Los Alamos exclusive of extension and correspondence credits. The remainder may be acceptable transfer credits earned at fully accredited institutions of higher learning and /or at regionally accredited technical-vocational institutions.
4. The students must have a minimum cumulative GPA of 2.0.
5. For Associate of Arts or Associate of Science degrees, the program must include a minimum of 18 hours in the following:
  - a. At least 6 semester hours in communication skills (English & Communication).
  - b. At least 6 semester hours in arts/humanities/social sciences.
  - c. At least 6 semester hours in mathematical/natural sciences/behavioral sciences.
6. For Associate of Applied Science Degrees, the program must include a minimum of 30 semester hours in the following:
  - a. At least 6 semester hours in communication skills (English & Communication)
  - b. At least 6 semester hours in arts/humanities/social sciences.
  - c. At least 6 semester hours in mathematics/natural sciences/behavioral sciences.
  - d. At least 12 semester hours in other courses offered by either the degree-granting college or by another UNM college.
7. University Skills 100 level courses may not be used to satisfy any of the above requirements.

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