



Registration and Records – Degree Audit Correction Form

Name: _____

Student ID #: _____

Major/Minor/Concentration: _____

Campus Box: _____

Advisors Name: _____

E-mail: _____

If the correction pertains to your Major/Minor/Concentration,

(1) *If the correction is an approved Departmental Substitution or Exception*, you must petition the Department Chair that governs the Major, Minor, or Concentration in question. In this case, the Department Chairs signature is required on this form.

Reason for the Exception: Course Substitution Course Waiver Other
Other: _____

Exception/Substitution Approval for:

Supporting Reason:

() Exception Approved () Exception Approved with Conditions () Exception Denied
Exception with Conditions? Y / N Condition: _____
Dept Chairs Signature: _____ Date: ___/___/___

(2) *If the correction pertains to a course simply not falling on the degree audit properly*, simply identify the error in the space provided and submit the form to Registration and Records. The Department Chairs signature is not required in this case.

Correction:

If the correction pertains to a core exception:

- (1) Core exceptions require approval by the Academic Standing Committee. This petition is available at www.etown.edu/registration If the request is approved our office will be copied on the committees decision.)
- (2) If the correction pertains to a core course not filling in on the degree audit properly, please specify:

- () Creative Expression () Power of Language () Western Cultural Heritage () Non-Western Cultural Heritage
- () Humanities () Social Science () Mathematics () Natural & Physical Science
- () Writing Intensive

Correction: