

## DER ADJUSTMENT REQUEST

Student Name
  CSU ID
  Major
  Catalog Term

**INSTRUCTIONS:**

1. One course per form. If the course being used to substitute has \*\*\* in the subject it must be petitioned to the Academic Standard Committee using the Exception Petition form.
2. Provide course description (description must be in catalog year course was taken)
3. Advisor signs; passes to Department Chair of course for areas A through E and Wellness or for areas F and beyond Dept Chair of student's major.
4. Department Chair reviews course description, makes decision; passes to Dean if necessary
5. Dean (if required) reviews, signs and makes decision
6. Department Chair/Dean submit to Registrar's Office
7. Registrar's Office makes adjustment
8. Forms returned to Department
9. Student checks DER two weeks after submitting form. Contact Academic Department if no adjustment's done.

Required Course	Area	Group	Substitute/Waive {fill in the course (s) or write waive}	Circle CSU or TR	Course Description (Only if Transfer Course with Asterisks in course ID)	Term/YR Taken	CAPP ADJUST DATE
_____	_____	_____	_____ _____	CSU    TR CSU    TR	_____ _____	_____ _____	_____

**Comments:**

\_\_\_\_\_ Date \_\_\_\_\_  
Advisor

\_\_\_\_\_ Approved \_\_\_\_\_ Denied    Date \_\_\_\_\_  
Department Chair

\_\_\_\_\_ Approved \_\_\_\_\_ Denied    Date \_\_\_\_\_  
Dean (Area A through E and wellness)