

Request for Adjustment of Academic Requirement (RAAR)

Please print legibly

Last	First	Middle/Maiden	
Street Address			
City	State	ZIP Code	Country

Date: _____

RedID: _____

Primary Major: _____

Secondary Major: _____

Minor: _____

Phone: (_____) _____

SDSUID Email: _____

Expected Graduation Date: _____

Have you applied yet? Yes No

READ AND FOLLOW DIRECTIONS CAREFULLY

This form should be used by undergraduate students requesting an exception to an academic policy or regulation. DO NOT request an adjustment unless you have seen an academic advisor. Only one pre-approval RAAR may be submitted per requirement per term. Submit this petition, along with departmental recommendation when required, to the Office of Evaluations at evaluations@sdsu.edu.

Attach the supporting documentation:

1. Syllabus from course in question taken at another institution
2. Copy of departmental advising sheet (or master plan)

After submission:

- Upon filing this form with the Office of Evaluations, please allow up to 6-8 weeks for processing.
- If the request is approved, the adjustment will be honored on your degree evaluation.
- A RAAR approval does not impact your eligibility for course registration. Requests for exceptions to enroll in courses must be approved by the academic department and submitted directly to the Office of the Registrar.
- If the request is denied, you will receive an email with additional information. **If the request is denied because it is in violation of Title V, an executive order from the CSU Chancellor Board of Trustees, and/or SDSU University Senate Policy, there is NO APPEAL.**

SPECIAL CONSIDERATION REQUESTED *(Include explanation for request)*

REQUIRED FOR ADJUSTMENTS TO MAJOR & MINOR ONLY

Request recommended by _____

Signature of Chair, Director, or Designee *Date*

OFFICE OF EVALUATIONS

Approved Denied No Action

Signature of Designee *Date*

COMMENT:

FOR UNIVERSITY USE ONLY When approving a course substitution, please initial one of the following:

_____ The approved course substitution, subject to articulation agreements, applies to **ALL** students (blanket waiver).

_____ The approved course substitution applies as an exception for **this student only**.