



## Rowan College of South Jersey

Administrative Procedure: 3105  
**GRADUATION VARIANCE**

A graduation variance allows a student to request the substitution of a degree requirement (major, minor, concentration, or general education) with a course outside of program requirements. Graduation variances are considered on an individual basis only.

The student initiates the process by requesting and completing the *Graduation Variance Request* form obtained from the student's counseling advisor in the Office of Academic Advisement located in the Student Services building. Once the form is completed, the student makes an appointment with the student's counseling advisor. The student attends this meeting with the following documents:

- the completed variance request form;
- a copy of the student's transcript (a corresponding official transcript must be on file with RCSJ); and
- the program control sheet of the student's chosen major.

In addition, a student will bring as much supporting documentation as possible. This may include the course description from the course catalog from the granting institution and a copy of the syllabus of the applicable course.

After meeting with the counseling advisor, the student and the counseling advisor will contact the appropriate divisional dean to discuss the request.

If **approved** by the dean, the counseling advisor or designated staff member will enter the variance into the student's online degree evaluation.

If **denied** by the dean, the student may appeal to the Provost and Vice President, Academic Services for a final decision.

Area: Academic Services  
Approved: 07/01/19  
Revised: 03/21/23

President's Authorization: \_\_\_\_\_

A handwritten signature in black ink, which appears to read "Paul Keating", is written over a horizontal line.

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *3105 Graduation Variance*

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