

To: Deans, Department Chairs, and Undergraduate Advisers  
From: Jack Farrell, Director, Evaluation and Records  
Date: October 25, 2004  
Subject: Revised Procedure: Substitution or Waiver of Published Degree Requirements for Undergraduate Degree Programs

I have attached a copy of a new form we have developed as part of a revised procedure that should be of interest you. The intent of the new procedure is to eliminate numerous individual adviser memos regarding students whose degree programs are affected by outdated information in published degree requirements. Through the use of this form, a single universal substitution or waiver can be applied to *all* students in particular majors and catalog years. It is our hope that this approach will expedite processing of degree requirements and minimize delays and additional work for students, advisers, and evaluators.

As you are aware, students' degree audits are evaluated according to requirements specified in the *CSULB Catalog*. There are situations, however, in which published requirements have been discontinued, courses have been added to a group of acceptable courses, or courses and requirements have been waived or replaced. Currently, the resolution of each problem created by such situations requires an individual memo or program planner sent to Enrollment Services from the adviser. The implementation of the new "blanket" procedure in place of the old case-by-case approach will increase efficiency by allowing across-the-board corrections for all affected students. With the more current information that you provide, we will update the degree-audit programming to reflect the revisions so that all future audits for students in your programs will be based on the most up-to-date requirements.

This revised procedure has been successfully implemented in a pilot program with the College of Business Administration. We are now making the new procedure and form available to the entire campus. Please note that the attached form is to be used to correct current or past degree requirements only. Changes to future catalogs must be submitted through the normal curriculum-change process.

If you have questions or comments about this new procedure, or about the form itself, please contact me at [jfarrell@csulb.edu](mailto:jfarrell@csulb.edu) or by telephone at 5-5863. Many thanks for your attention to this change.