State University General Education Requirement (SUNY-GER)

Instructions: Programmatic Waiver Request Reporting Template

Waivers from a portion of the SUNY-GER may be granted on a programmatic basis when it is demonstrated that fulfillment of the SUNY-GER would extend students' time-to-degree beyond eight semesters of full-time study or the equivalent. It is normally expected that programs for which a waiver is granted will have highly prescriptive degree requirements due to accreditation or other relevant and demonstrable professional standards.

Use the format set out on the following page when requesting a partial waiver for a degree program or programs from the SUNY-GER. Instructions/examples are provided in boldface. Use as much space as appropriate to provide the requested information. This document is not a form, but you may find it convenient to use it to create a template for your submissions.

Submissions may be made electronically or in paper form. Electronic submissions are preferred and are likely to receive a quicker response.

1. If submitting electronically, email the waiver request in RTF or Word (Windows) format to gened@sysadm.suny.edu.

2. If submitting paper, mail to:

    Office of the Provost
    State University of New York
    SUNY Plaza
    Albany, NY 12246

Any questions about a program's suitability for a waiver will normally be conveyed within 30 days of receipt by the Provost's Office. Campuses shall refrain from publicizing a programmatic waiver before receiving confirmation from the Provost's Office. Requests for expedited processing should be made at the time of submission.

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I. Campus.
    [Campus name.]

II. Campus Contact Person.
    [Name, relevant title, phone & fax, email]

III. Program Identification
    [Title/Award/SED program code. E.g., "Electrical Engineering, B.E., #12345." The SED program code may be accessed via the online Inventory of Registered Programs at www.nysed.gov/heds/IRPSL1.html.]

IV. Curriculum

    A. Semester-by-Semester Breakdown
        [Provide in tabular format a breakdown by semester of coursework that would typically be taken to complete the program in eight full-time semesters.]

    B. Curriculum Requirements
        [Paste in or include as a separate attachment the catalog copy of program requirements.]

V. Waiver Requested
    [Specify the portion of the SUNY-GER from which students graduating from the program would be waived. Examples might include:
    - **"Any two of the ten subject categories"**
    - **"Foreign Language and Other World Civilizations"**
    - **"Substitute a course in International Studies for a Foreign Language"]**

VI. Rationale for the Waiver
    [Describe the need for the waiver in terms of criteria described on the "Instructions" page—i.e., time-to-degree, accreditation and other relevant professional standards, *vel sim.* A persuasive rationale will derive demonstrable support from the curricular information provided in IV.A-B.]