

## 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](mailto: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]**

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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](http://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.]**