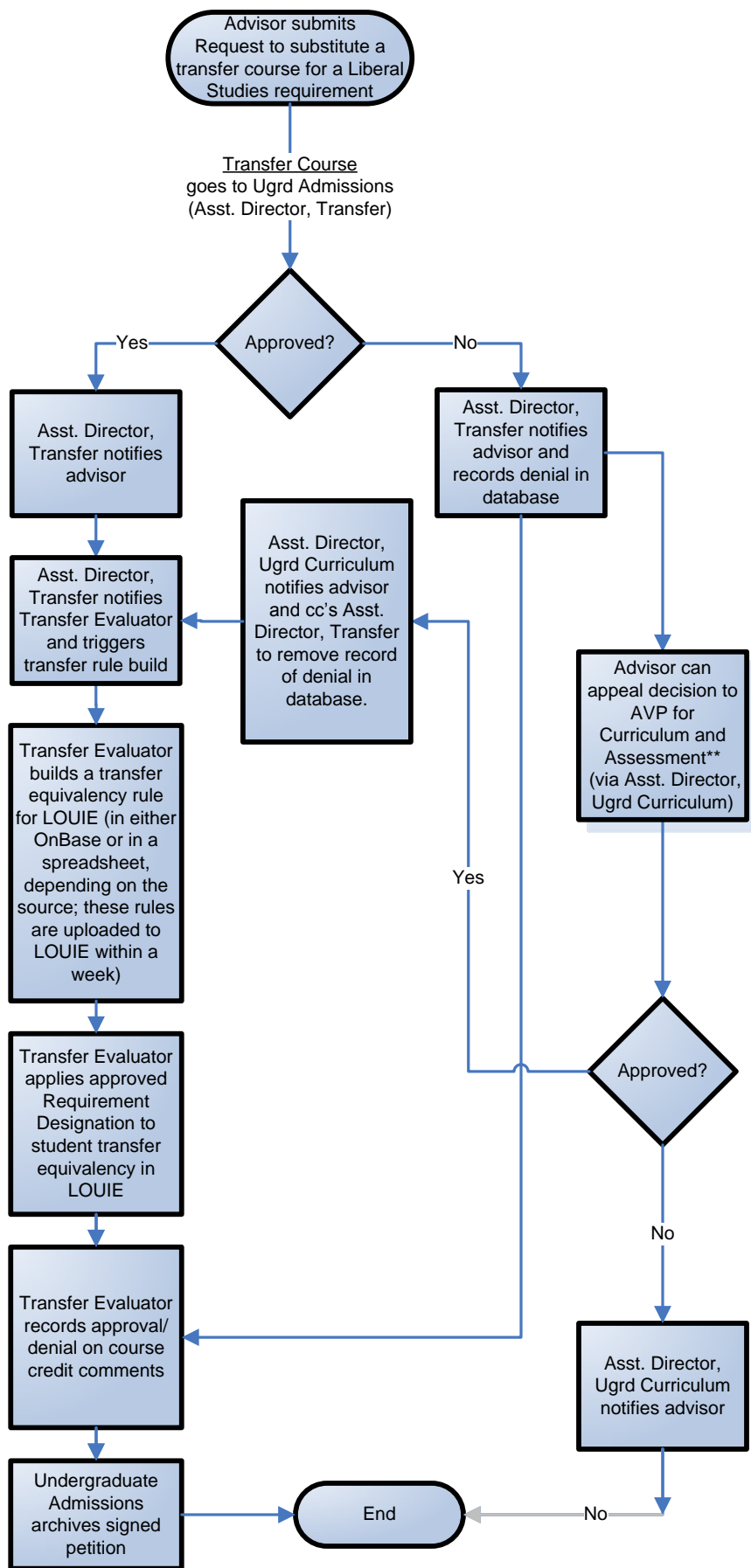


Flagstaff Programs

Liberal Studies* Substitution Request Process

January 16, 2015



- Use this flowchart if you are requesting to have a transfer course approved for the Liberal Studies designation.

*Exceptions (waivers and substitutions) for Junior Level Writing and Capstone are reviewed by the academic unit administrator and the Associate Dean.

- NAU courses that do not have a Liberal Studies requirement designation (FNRQ or distribution block) cannot be substituted for a Liberal Studies requirement.

- Courses taken at NAU before Fall 1999 (a.k.a., "legacy courses") that are now approved for NAU's current Liberal Studies program can be used to satisfy current Liberal Studies requirements if the student has moved forward to a catalog associated with the current Liberal Studies Program. This has been largely automated by the Registrar's Office, but if adjustments are required, advisers should e-mail the Registrar's Office Academic Advisement Reports (AAR) Coordinator to have the appropriate Requirement Designation applied to the student's enrollment. The student's EMPLID, course, term taken, and requested Requirement Designation should be included in the e-mail. The Registrar's Office will keep adviser e-mails as a historical record. **No request form** is necessary under these circumstances.

- To request a waiver of a Liberal Studies requirement, please use the University Requirement Waiver, found in policy 100801.

**AVP will consult with Liberal Studies as needed.

NOTE: Liberal Studies math substitutions approved by Disability Resources are sent by memo to the student, the student's adviser, and the Registrar's Office AAR Coordinator. The adviser needs to meet with the student to determine an appropriate substitution for the requirement. The adviser then needs to contact the Registrar's Office AAR Coordinator with exception details so these can be encoded for the student.