



Registrar's Office
 910 Elliot Avenue
 Minneapolis, MN 55404
 612.343.4409 (p) 612.343.4435 (f)

Your life. Our mission.

Course Requirement Variance Petition

Name: _____ Date: _____

ID #: _____ Phone: (____) _____

Address/Box #: _____

Major _____ Minor _____

Student Signature _____ Anticipated Graduation Date ____/____/____

Have you completed the course? Yes No In Progress

Student Request:

Dept. Chair/Registrar Comments:

_____	Department Chair of Student's Major	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
_____	Department Chair of course involved	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
_____	Registrar	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Memo Sent ____/____/____ Initials _____ Degree Audit ____ Reviewed By _____			

Course Variances

1. "Variance" implies "a substitution of coursework taken at North Central University" whereby permission is granted for one course to equivocally take the place of another in one's prescribed program;
2. "Variance Petitions" are available in the Registrar's Office. "Verbal Agreements" or "Promises" to individuals are NOT sufficient to constitute a "Variance." An approved "Variance Petition" must be on file in the student's record in order for it to be considered valid. When approved, this "Variance" will also be denoted as such on the student's Degree Analysis sheet;
3. The Registrar and the Department Chair(s) jointly grant approval of the "Variance Petition;"
4. Approval of a "Variance Petition" does not affect a student's overall program credits, grades or financial status. It does, however, impact the student's Degree Analysis sheet. Any approved Variances are indicated as such on the student's Degree Analysis sheet by the Registrar's Office.

(Page 44 of NCU catalog)

Please Note:

If the variance petition is for a course that is offered by another department outside of a student's major, the approval of both the Department Chair of the student's major and the Department Chair of the substituted course must be obtained.

For example, if a Youth Development studies major would like to receive a variance for a course with a PSYC denominator (i.e. PSYC125 General Psychology), they must receive the approval of both the Children and Family Ministries Department Chair (student's major) and the Social and Behavioral Sciences Department Chair (the PSYC course).