

**STONY BROOK UNIVERSITY  
UNDERGRADUATE ACADEMIC AFFAIRS**

**ACADEMIC WAIVERS AND OTHER SPECIAL REQUESTS, FOR STUDENTS IN THE  
COLLEGE OF ARTS AND SCIENCES, COLLEGE OF BUSINESS, SCHOOL OF  
JOURNALISM & SCHOOL OF MARINE AND ATMOSPHERIC SCIENCES**

Requests for exceptions to University curricular and general education requirements (Academic Waivers) are reviewed by the Assistant Provost for Undergraduate Academic Affairs. Students should be aware that as exceptions to University policy and procedure, approvals for such requests are uncommon.

**Examples of possible requests include:**

Waiver of the foreign language requirement  
Waiver of the mathematics requirement  
Waiver of a DEC category  
Course substitution of a DEC category  
Permission to graduate under a pre-existing curriculum

**The following requests are virtually never granted:**

Waiver of the minimum number of credits to graduate (120)  
Waiver of the minimum number of upper division credits (39)

**Guidelines for submitting a waiver request:**

- Requests must be submitted in writing, either hard copy or by email, using a Stony Brook email address. Please note: A meeting with the Assistant Provost may be scheduled only after she has had the opportunity to review a written statement and documentation.
- Name, ID number, phone number, preferred mailing address and Stony Brook email address must be included.
- Written statements should include reason for request, and any relevant documentation. Support from a faculty member does not assure approval of any request for an exception to University policy, procedure or deadline.

**Requests should be addressed to:**

Assistant Provost Richard Gatteau  
Undergraduate Academic Affairs  
Melville Library, E3310  
Z=3351  
Phone: 631.632.7081  
Fax: 631.632.9259  
Email: [Academic.Appeals@stonybrook.edu](mailto:Academic.Appeals@stonybrook.edu)

Students may appeal a decision made by the Assistant Provost ONLY when new documentation is provided or evidence of procedural error can be produced.

For more information about academic waivers, please contact Wanda Moore in the Office of Undergraduate Academic Affairs, 2-7081 or [Wanda.Moore@stonybrook.edu](mailto:Wanda.Moore@stonybrook.edu). 2/2011