



Course Substitution or Waiver of Required Course

Name _____ Student ID # _____ Date _____

Department _____ Major/Minor _____

Waiver:

A course waiver is used when a student has academic experience that, while not directly transferable to a specific course(s), the student has achieved the core learning outcomes and would be better served by taking another course in the field. The credit hours waived must be replaced by another academic course(s). Waivers should be used on a very limited basis.

Substitution:

A course substitution is a course that takes the place of a required class in a curriculum, provided the course substitution meets the content and/or spirit of the required course.

Instructions:

Complete this form with the required signatures and then return it to the Registrar's Office. You will be notified of approval or disapproval via email.

Required Course: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Course number and title Units </div> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 5px;"> <input type="checkbox"/> Waived <input type="checkbox"/> Substituted </div>	
Substitution: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Course number and title Units </div>	

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Substitution: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Course number and title Units </div>	

Remarks

Please indicate reason for substitution.

Student Signature _____

Advisor Signature _____

Chair or Dean Signature _____

Registrar Signature _____