



Course Substitution or Waiver Request

For more information, contact the Academic Advising Center at 413-748-3379

Part I - STUDENT INFORMATION

See instructions on page 2

Name: _____ SC box # or current address: _____ _____ Phone #: _____	Check one: <input type="checkbox"/> Undergraduate student <input type="checkbox"/> Graduate student ID: _____ Major/Program(s): _____ Advisor(s): _____ Term/year matriculated (admitted): _____ Term/year of expected graduation: _____ If you are in an educator licensure program, please identify which: _____
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Part 2 - REQUIREMENT INFORMATION

This is to request that I be allowed to modify my General Education, major, or program requirements as follows: (complete Boxes A, B, and C)

A. The ORIGINAL requirement is:	B. I request that this requirement be:																														
<p>Check all that apply, and fill out all appropriate blanks:</p> <p><input type="checkbox"/> A General Education category: (identify which category)</p> <p>_____</p> <p><input type="checkbox"/> A course specifically identified and required:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 20%;">Course code</td> <td style="border-bottom: 1px solid black; width: 40%;">Title</td> <td style="border-bottom: 1px solid black; width: 10%;"># cr</td> </tr> <tr> <td colspan="3">For the: (write in name or abbreviation of major, etc.)</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">major</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">concentration</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> </table> <p><input type="checkbox"/> A <u>selective</u> requirement for the: (write in name/abbrev.)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 20%;">_____</td> <td style="border-bottom: 1px solid black; width: 40%;">major</td> <td style="border-bottom: 1px solid black; width: 10%;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">concentration</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> </table> <p><i>If a selective, you must list a selective option below that you do NOT plan to take:</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 20%;">Course code</td> <td style="border-bottom: 1px solid black; width: 40%;">Title</td> <td style="border-bottom: 1px solid black; width: 10%;"># cr</td> </tr> </table>	Course code	Title	# cr	For the: (write in name or abbreviation of major, etc.)			_____	major	_____	_____	concentration	_____	_____	major	_____	_____	concentration	_____	Course code	Title	# cr	<p><input type="checkbox"/> Fulfilled by substitution of the alternate course:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 20%;">Course code</td> <td style="border-bottom: 1px solid black; width: 40%;">Title</td> <td style="border-bottom: 1px solid black; width: 10%;"># cr</td> </tr> <tr> <td colspan="3" style="text-align: center;">Term/year course was/will be taken: _____</td> </tr> <tr> <td colspan="3" style="text-align: center;"><i>See instructions on page 2 for information about substituting transfer courses.</i></td> </tr> </table> <p><input type="checkbox"/> Waived <i>Note: A waiver excuses the student from this requirement, but no credit is granted. Waivers are granted only in exceptional circumstances—substitutions are preferred.</i></p>	Course code	Title	# cr	Term/year course was/will be taken: _____			<i>See instructions on page 2 for information about substituting transfer courses.</i>		
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For the: (write in name or abbreviation of major, etc.)																															
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C. Justification for request: (additional documentation may be attached)																															
<p>_____ _____ _____ _____ _____ _____</p>																															

Part 3 - SIGNATURES and DATES (obtain signatures for Column D or Column E, as applicable)

D. For a major/minor/program requirement: (may also fill GenEd)	Who MUST sign:	E. For a GenEd requirement <u>only</u> :
Date: _____	Student	Date: _____
Date: _____ Date: _____	Advisor 1 Advisor 2	Date: _____ Date: _____
Date: _____ Date: _____	Maj/min/prog Chairperson 1 Chairperson 2	Date: _____ Date: _____
Only required if you are in an education preparation program: Date: _____	Director of Educ. Prep	
Date: _____	School Dean	
Only required if also intended to sub for/waive a GenEd category: Date: _____	Assist. VP for Acad. Affairs	Date: _____

Instructions for Completing the Course Substitution or Waiver Request

Note: This form should be filled out for substitutions or waivers for ANY course requirement, including for graduate programs, undergraduate majors, minors, or the General Education Program. Failure to submit an approved form will result in an incomplete degree audit and will prevent you from completing your degree.

Part 1 – Fill out your contact and program information.

Part 2:

- **Box A** – identify the **ORIGINAL** requirement you wish to modify. Is it a GenEd category? Or a course specified as a requirement for a major, concentration, minor, etc.? (If so, identify the course and what program it is required for.) Or is the original requirement a list of selectives? (If so, you must identify one of the selective options that you do NOT plan to take, so that the alternate course or waiver can be recorded in its place on your degree audit.)
- **Box B** – identify the alternate course you wish to use instead (a substitution), or if you wish the requirement to be waived.

Note: If you are seeking approval to substitute a TRANSFER course:

- That is already on your transcript, first check with the Academic Advising Center to determine if the course can be re-coded.
- That you have not yet taken, first complete a Transfer Credit Pre-Approval Form.

- **Box C** – explain why you believe the original requirement should be modified.

Part 3 – Obtain signatures for either:

- Column D – if it is a requirement for your major, minor, or program.
- Column E – if it is only for a General Education requirement

For Column D (major/minor/program requirement), you need the following signatures/approvals – usually obtained in the order listed:

- **Your own**
- **Your advisor** (if you are in an EDUC program and have two advisors, obtain both signatures)
- **The chairperson** for that major, minor, or program (if you are in an EDUC program and have two chairpersons, obtain both)
- IF you are in an educator preparation program, AND you are requesting a modification of your content major, the Education major, OR specific requirements for licensure – the **Director of Educator Preparation** (Administration Building, Room 209)
- **The dean of the school** overseeing the major, minor, or program
- IF the course is also needed as a General Education requirement – the **Assistant VP for Academic Affairs** (Marsh Memorial, 2nd floor)

For Column E (GenEd requirement only), you need the following signatures/approvals – usually obtained in the order listed:

- **Your own**
- **Your advisor** (if you are in an EDUC program and have two advisors, obtain both signatures)
- **Your chairperson** (if you are in an EDUC program and have two chairpersons, obtain both)
- **The Assistant VP for Academic Affairs** (Marsh Memorial, 2nd floor)

Signatories: If you are not approving the request, write “not approved” across the form, initial and date it, and forward it to the Academic Advising Center. The student and any previous signatories will be notified via SC e-mail.

Final step – If you are a traditional undergraduate student, the form should be returned to the **Academic Advising Center** (Administration Building, Room 108). If you are a graduate student or an SHS student, the form should be returned to the Registrar’s Office (Administration Building, 1st floor). An e-mail will be sent to your SC e-mail, verifying whether or not the substitution or waiver was approved and processed.