Graduate Programs - Degree Requirement Substitutions & Waivers Form

A course **waiver** is used when it is determined that a student does not have to take a particular required course. A course **substitution** is used when it is determined that a particular required course could be replaced by another appropriate course. A course **allowance** should be used when a requirement is broader than a 1:1 substitution

Note: Changes to institutional requirements must be submitted via Petition.

Student Name: _____ID: _____ Graduation Term:_____

Major Program:_____ Degree/Cert: _____ Catalog Year: _____

___ **Waive** (course subject, number, title, and number of credits OR list requirement)

_____ _____

_____ _____

_____ _____

____ **Substitute** (course subject, number, title, and number of credits) *Ex: Substitute ACCPT 231 for AC 231*

Substituted Course: **Required Course:**

_____ _____

_____ _____

_____ _____

____ **Allow** (course subject, number, title, and number of credits AND list requirement) *Ex: Allow CORE-ID for Ethics & Values; Allow PSYC 205 for Program Electives*

Allowed Course: **Degree Requirement:**

_____ _____

_____ _____

Other: Division/program requirements have been adjusted (e.g., minimum course grade, minimum program GPA; please describe completely):

_____

_____

THIS SUBSTITUTION IS VALID ONLY FOR THE MAJOR LISTED ABOVE

Advisor Name: _____ Signature: _____ Date: _____

Division Chair: _____ Signature: _____ Date: _____

Dean Graduate Studies:_____ Signature: _____ Date:_____

Please allow 10 business days for processing. You will be notified once this has been completed.