

DEGREE WORKS COURSE SUBSTITUTION/WAIVER FORM

- * This form is to only be filled out by the advisor after they have approved substitution/waiver.
- * The original copy of this form must be submitted to the Registrar's Office by the Department.

Student Name _____ ID# _____

 Degree: **Baccalaureate Degree / Associate Degree / Certificate / Minor**

Major: _____ Minor(if Applicable): _____

The following substitution/waiver(s) applies to the specific degree/major/minor listed above:

Required Course	Circle One	Substitute Course (If Applicable)	Reason for Substitution/Waiver
	Substitution / Waiver		
	Substitution / Waiver		
	Substitution / Waiver		
	Substitution / Waiver		

- This form can be used to substitute or waive specific requirements within the major/minor.
- This form **cannot** be used to substitute or waive essential learning, essential learning capstone, KINE 100, or KINA activity courses. These requirements are outlined in the catalog graduation requirements section. Considerations for substitutions/waivers must be approved by the Assistant VP of Academic Affairs. These waivers are not a common occurrence and must have significant substantiating documentation and reasons.
- If a student is pursuing teacher licensure, the Education department must approve all waivers or substitutions that affect licensure requirements.
- If a lower division class is being substituted for an upper division class, the lower division hours cannot be used in the calculation of upper division hours.
- A waiver does not reduce the total number of hours required in the degree nor the number of upper division hours required.

Advisor _____ Date _____

Department Chair _____ Date _____

It is recommended that the department and the student keep a copy of this form for their own records.

Date Received:
