

SUBSTITUTION/WAIVER FORM

Purpose: To substitute one course for another course in order to satisfy program requirements or to waive a course needed to satisfy program requirements.

Instructions: The student will communicate with their academic advisor or Program Coordinator to discuss and seek approval for the substitution or waiver. Once approved by the program, this form is directly forwarded to the CEHD Office of Academic and Student Affairs for the Associate Dean for Teaching and Academic Affairs (Dr. Ellen Rodgers) approval. **If the requested action is for a University General Education waiver or University General Education substitution using a Mason course, Vice Provost approval is also required.**

Notes: Waiving a degree requirement **DOES NOT** waive the required credit hour requirement.



Office of the Registrar
 4400 University Drive, MS 3D1, Fairfax, Virginia 22030
 Tel: 703-993-2435 Fax: 703-993-4032

SUBSTITUTION/ WAIVER FORM

Name: _____ G#: _____
Last First M.I.

Day Phone: _____ Mason Email: _____ Major: _____ Date: _____

For Mason and transfer courses for which a direct equivalency has been denied. A lower level class substituted for an upper level class does not fulfill upper level credit requirements. Check your degree evaluation on Patriot Web to see if this request has been approved and processed.

Note: Students should attach a course description for transfer courses.

SUBSTITUTIONS (Course content of two courses is not equal, but substituting course may be used to meet the requirement. University General Education requirements that are being substituted by a Mason Course require Associate Provost approval.)

<u>Course on my Patriot Web transcript:</u>				<u>How I want it to count:</u>		
Institution Name Term Taken	Subject & Course Number	Credits	Grade	<i>Major</i>	<i>Minor</i>	<i>University General Ed</i> <i>requirement to be substituted</i>

WAIVERS (Waivers for University General Education require Associate Provost approval after the department and dean. Waivers apply to degree requirements and do not waive credit hour requirements.)

<u>For this reason:</u> <i>(describe and attach any supporting documentation)</i>	<u>Waive this course or requirement:</u>
	<i>Major College University General Ed*</i>

APPROVAL

	Signature	Date	Approved	Denied	Comments
Student's Major (or Minor) Department					
Student's Dean					
*Associate Provost <i>(for University General Ed Waivers & University General Ed Substitutions using a Mason Course)</i>					

Submit Completed Form to Registrar's Office, MS 3D1, or fax to (703) 993-4032

Office of the Registrar Use Only

_____ Update record if approved Initials _____ Date _____