



Substitute/Waiver Form

Name _____ ID# _____

Waive

Check here to exempt the student from a specific requirement, such as First Year Program requirement.

Please note: if a requirement is waived, credit is not granted. The total number of credits required to graduate within each category remains the same. For example, if Core Studio is waived, another studio course must be taken. If the Art History Survey is waived, another Art History course must be taken; if a liberal arts requirement is waived, an academic elective must be taken.

Course title _____

semester hours _____

Reason _____

Chair's Signature _____

Date _____

<or>

Substitute

Check here if you are accepting a course from another department to count toward a requirement in your department.

Course title _____

To be substituted for _____

Reason _____

Chair's Signature _____

Date _____

This form should be completed according to the specifications on the reverse side and then returned to the Registrar's Office. Please see the reverse side before completing this form.

RULES FOR USE OF THIS FORM

This form can be used only for the following:

- To substitute one course for credit in another department **before the course has been taken;**
- To waive a requirement; for instance, to be exempt from taking SAIC's Art History courses. (Note that actual credit hours are not granted.)

The form should be signed by the chairperson of the department accepting credit into that department or waiving a requirement of that department.

Other requests regarding degree completion should be taken to the Academic Review Committee. Requests should be submitted, in writing, to the Registrar's Office.

Following are examples of requests heard by the Academic Review Committee:

- Requests to graduate with less than the total required credits.
- Requests to graduate with less than the required credits in residence.
- Substitution of a course for credit in another department **after the course has been taken.**
- Appeals for a grade of "W" **after** the midpoint of the semester.
- Requests for reinstatement of previous credit upon readmittance to a degree program.
- Appeals for reinstatement after academic suspension or dismissal.
- Requests for additional transfer credit after the student has been at SAIC for one semester.
- Requests to complete the final semester off campus.