

Alfred University

Request for a Waiver or Substitution in a Degree Program

Student Information:

ID#	Name (last, first, middle initial)	College/School
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Majors(s): _____ Mo/Yr You Expect to Graduate: _____

Minors(s): _____

I request a **WAIVER** of a catalog requirement in my:

Major Minor Other (specify): _____

I request a **SUBSTITUTION** of another course for a catalog requirement in my:

Major Minor Other (specify): _____

If this is request for a waiver, or a request for a substitution in which the required course has a higher credit hour value than the requested substitute, how will total minimum hours required for the degree be maintained?

Catalog Requirement:

SUBJ	Course No.	Credit Hours	Title:
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Substitution: (if any)

SUBJ	Course No.	Credit Hours	Title:
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If the requested substitution is a transfer course, indicate the college or university where it was taken: _____

Reason/Justification: _____

Required Signatures:

Student	Date
Academic Advisor	Date
Division Chair/Program Director	Date
College/School Dean	Date

After completing and signing this form, obtain the next two signatures in order and then bring the form to your Dean for approval. If approved, the form will be forwarded to the Registrar in the Student Service Center, where the waiver or substitution will be recorded.