

Waiver/Substitution Form for University Studies Requirements

All decisions about waiving a University Studies (Univ St) requirement or substituting a non-approved course for a requirement remain with department chairs and deans or their designees, who are responsible for certifying students for graduation. This form outlines a set of guidelines for those making degree certification decisions and serves as a way to track these curricular exceptions. Completed forms should be returned to Keith Coutu, Assistant Registrar, with a copy to Matthew Snider, Director of General Education.

Generally, students are best served completing Univ St requirements using courses that have been approved by the General Education Committee. The approved courses in the curriculum, as a whole, are designed to encourage students' development across the entire range of academic outcomes the university has identified as important. However, there may be situations where a waiver or substitution is appropriate. Exceptions are generally more fitting when:

- The student will have trouble meeting all of the Univ St requirements in a timely manner, and graduation will be delayed without an exception. It is important, however, not to reward students who have put themselves in a bad position through their own nonfeasance. The goal is to create strong incentives for students to meet all requirements in a timely manner by avoiding a situation where waivers becoming an expectation among students. If a student has exercised due diligence in meeting the requirements and is delayed for circumstantial reasons, an exception is more acceptable.
- The student wishes to substitute a course that is very likely to foster the learning outcomes of the requirement. The farther away a substitute course is from the content and objectives of a requirement, the less appropriate is the substitution. For example, a science course makes sense for a Cluster 2 substitution but not a Cluster 4 substitution. Similarly, courses taken by a student before those courses were officially approved are likely to be most fitting for substitutions.
- The student has an appropriate substitution, rather than a request for a waiver. It is almost always better to have a student use a course related to the Cluster outcomes than to waive the requirement completely.
- The student has no other substitutions or waivers. It is important to avoid situations where students are opting out of large pieces of the Univ St curriculum. Waivers and substitutions should remain exceptions, not the rule.

Waiver/Substitution Form for University Studies Requirements

Student Name: _____ ID#: _____

Academic Program: _____ Date: _____

This is a **Waiver** ____ **Substitution** ____ (check one) for the following
University Studies Requirement:

Reason for Waiver/Substitution and Description of Substitute Course (if applicable):

Name and Signature of Person Approving Waiver/Substitution:

Name: _____ Signature: _____

Title: _____

**THIS FORM MUST BE SENT TO KEITH COUTU, ASSISTANT REGISTRAR, WITH A
COPY TO MATTHEW SNEIDER, DIRECTOR OF UNIVERSITY STUDIES**