

**University of Southern California
Rossier School of Education
Ed.D. Program Office**

Memo of Internal Substitution

Name: _____ ID#: _____

Address: _____

City, State, Zip Code _____ **Ed.D.**
Degree Objective

Degree requirements may be approved for waiver or substitution by other USC or transfer course work. Waiver or substitution of course requirements does not reduce the minimum number of units required for the degree. Requests for substitution or waiver of course requirements are approved when signed by concentration chair (and dissertation chair when applicable) and the Executive Director. Please submit this form to the Ed.D. Program Office for consideration.

Student's Request (provide justification for your request below):

Required Course	Waived or Substituted by

Student's Signature _____ Date _____

Approval of Request

Concentration Chair

Print Faculty Member Name:

☐ Approved ☐ Not Approved

Signature _____ Date _____

Dissertation Chair (if applicable)

Print Faculty Member Name:

☐ Approved ☐ Not Approved

Signature _____ Date _____

Ed.D. Executive Director

Ed.D. Program Office
WPH-802, University of Southern California
Los Angeles, CA 90089-4038

Phone: (213) 740-9323
Fax: (213) 821-1281

☐ **Approved** ☐ **Not Approved** ☐ **Entered in SIS**

Initials: _____ **Date:** _____