



Springfield College Course Substitution or Waiver Request

For more information, contact the Academic Advising Center at 413-748-3379

Part I - STUDENT INFORMATION

See instructions on page 2

Name: _____ SC box # or current address: _____ _____ Phone #: _____	Check one: <input type="checkbox"/> Undergraduate student <input type="checkbox"/> Graduate student ID: _____ Major/Program(s): _____ Advisor(s): _____ Term/year matriculated (admitted): _____ Term/year of expected graduation: _____ If you are in an educator licensure program, please identify which: _____
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Part 2 - REQUIREMENT INFORMATION

This is to request that I be allowed to modify General Education, major, or program requirements as follows: (complete Boxes A, B, and C)

A. Original requirement: (check all that apply)	B. Request that this requirement be:
<input type="checkbox"/> A General Education category: (please identify which) _____ <input type="checkbox"/> A specific course: Course code _____ Title _____ # cr _____ This course fulfills: <input type="radio"/> a requirement or selective for the _____ major/program <input type="radio"/> a requirement or selective for the _____ concentration <input type="radio"/> a requirement or selective for the _____ minor <input type="checkbox"/> A category of requirement: (please identify which category—e.g., “upper-level BIOL selectives”) _____ <input type="radio"/> for the _____ major/program <input type="radio"/> for the _____ concentration <input type="radio"/> for the _____ minor	<input type="checkbox"/> Fulfilled by substitution of the following course: Course code _____ Title _____ # cr _____ Term/year course was/will be taken: _____ See instructions on page 2 for information about substituting transfer courses. <input type="checkbox"/> Waived Note: A waiver excuses the student from this requirement, but no credit is granted. Waivers are granted only in exceptional circumstances—substitutions are preferred.
C. Justification for request: (additional documentation may be attached)	
_____ _____ _____ _____ _____ _____	

Part 3 – SIGNATURES and DATES (obtain signatures for Column D or Column E, as applicable)

D. For a major/minor/program requirement: (may also fill GenEd)	Who signs:	E. For a GenEd requirement <u>only</u> :
Date: _____	Student	Date: _____
Date: _____ Date: _____	Advisor 1 Advisor 2	Date: _____ Date: _____
Date: _____ Date: _____	Maj/min/prog Chairperson 1 Chairperson 2	Date: _____ Date: _____
Only required if you are in an education preparation program: Date: _____	Director of Educ. Prep	
Date: _____	School Dean	
Only required if also intended to sub for/waive a GenEd category: Date: _____	Assist. VP for Acad. Affairs	Date: _____

<input type="checkbox"/> Sub Apply to:	DA notated:	<input type="checkbox"/> Original to student file 10-17-11 AAC
<input type="checkbox"/> Wvr Apply to:	Tr notated:	<input type="checkbox"/> E-mail to: Student, w/ CC to all signatories

Instructions for Completing the Course Substitution or Waiver Request

Note: This form should be filled out for substitutions or waivers for ANY course requirement, including for graduate programs, undergraduate majors, minors, or the General Education Program. Failure to submit an approved form will result in an incomplete degree audit and will prevent you from completing your degree.

Part 1 – Fill out your contact and program information.

Part 2:

- **Box A** – identify the original requirement you wish to modify. Is it a GenEd category? Or a specific course that's a major requirement? Or a category of requirement (e.g., selectives for your major)?
- **Box B** – identify what course you wish to substitute, or if you wish the requirement to be waived.
If you are seeking approval to substitute a transfer course:
 - You have not yet taken, you must also complete a Transfer Credit Pre-Approval Form.
 - Already accepted for credit, you may be asked to attach a course description—particularly if the course was brought in as an elective (i.e., coded as ELE).
- **Box C** – explain why you believe the original requirement should be modified.

Part 3 – Obtain signatures for either:

- **Column D** – if it's a requirement for your major, minor, or program. Note: That requirement may also be a course you need to fill a General Education requirement.
- **Column E** – if it's only a General Education requirement

For Column D (major/minor/program requirement), you need the following signatures/approvals – usually obtained in the order listed:

- **Your own**
- **Your advisor** (if you're in an EDUC program and have two advisors, obtain both signatures)
- **The chairperson** for that major, minor, or program (if you're in an EDUC program and have two chairpersons, obtain both)
- IF you are in an educator preparation program, AND you are requesting a modification of your content major, the Education major, OR specific requirements for licensure – the **Director of Educator Preparation** (Administration Building, Room 209)
- **The dean of the school** overseeing the major, minor, or program
- IF the course is also needed as a General Education requirement – the **Assistant VP for Academic Affairs** (Marsh Memorial, 2nd floor)

For Column E (GenEd requirement only), you need the following signatures/approvals – usually obtained in the order listed:

- **Your own**
- **Your advisor**
- **Your chairperson** (if you're in an EDUC program and have two chairpersons, obtain both)
- **The Assistant VP for Academic Affairs** (Marsh Memorial, 2nd floor)

Note to signatories: If you are not approving the request, write “not approved” across the form, initial and date it, and forward it the Academic Advising Center. The student and any previous signatories will be notified via SC e-mail.

Final step – If you're a traditional undergraduate student, the form should be returned to the **Academic Advising Center** (Administration Building, Room 108). If you're a graduate student or an SHS student, the form should be returned to the Registrar's Office (Administration Building, 1st floor). An e-mail will be sent to your SC e-mail, verifying whether or not the substitution or waiver was approved and processed.