Course Substitution and Waiver Form

Name____________________________________ Student ID # _________________________

Program_________________________________ Degree______________________________

Course substitution and waiver policy:

1. **Course waivers** refer to degree requirements that are waived based on classes that students have taken prior to entering the program, including courses transferred from another institution. Course waivers imply that you have sufficient knowledge in a particular area, whereas transfer credit implies that actual credit has been approved decreasing the total number of units needed to graduate. Courses may be waived if it has been determined that the course is redundant to your current degree program. You must submit all necessary documentation (syllabus, transcript, etc.) to prove that you have sufficient knowledge in this area to warrant a waiver. If you feel a course waiver is appropriate, you as the student must approach your faculty advisor, who will decide whether other documentation warrants the waiver. Typically, when a waiver is granted a substitutable course is approved simultaneously. **A waived course does not mean a reduction in credit hours required, unless the credit is transferrable to your UCD degree program.**

2. **Course substitutions** refer to replacing a course that is required for a degree with another course, generally because of a situation beyond the student’s control. The substitution must be approved by your faculty advisor.

3. Each UCD course you wish to waive or substitute must be on a separate form.

4. Once the form is signed by the faculty advisor, the form must be submitted to Academic Services.

**USE THIS SECTION TO REQUEST A COURSE WAIVER**

**UCD Course to Waive:**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
</table>

**Replacement Course (If no credit has been transferred):**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
</table>
USE THIS SECTION TO REQUEST A COURSE SUBSTITUTION

UCD Required Course:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
</table>

Substitution Course:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
</table>

I understand that if the above course is accepted as a substitution/waiver that it must be/have been completed with the minimum grade requirements of my program. I also understand that completing this form does NOT constitute a transfer of credit.

Additional Comments:

____________________________________________________________________________

____________________________________________________________________________

Student Signature______________________________________________________________

Date__________________________________________

The request to substitute/waive the above course is:

☐ Approved

☐ Denied - Reason for denial is:

Faculty Advisor's Signature_____________________________________________________

Date______________________________

Last Updated 8/15/12