



**Academic Advising**

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**COURSE WAIVER/SUBSTITUTION FORM**

**This form is for Department Chairs who are approving course waivers and substitutions for students.**

**INSTRUCTIONS:** Complete the below sections based on departmental approval to waive a course degree requirement and replace it with a different course. Course waivers/substitutions are different from transfer credits because the original course requirement must have a subsequent course substitution to make up for the credit deficit. This form should not be used to waive degree requirements other than courses.

**SECTION I: TO BE COMPLETED BY DEPARTMENT CHAIR/STUDENT**

<b>Student Name:</b>			
<b>Degree Program:</b>			
<b>Student Approval:</b>		<b>Date:</b>	
<b>Department Chair Approval:</b>		<b>Date:</b>	

**SECTION IA: DEGREE REQUIREMENT AND COURSE SUBSTITUTION**

Each degree requirement listed in the left columns must have a subsequent course substitution in the right columns.

Degree Requirement Course Code & Title	Credits	Substitution Course Code & Title	Credits

**SECTION II: TO BE COMPLETED BY ACADEMIC ADVISOR**

FOR OFFICE USE ONLY			
<b>Academic Advisor Processed:</b>		<b>Date Processed:</b>	
<b>Notifications:</b>	<input type="checkbox"/> Student <input type="checkbox"/> Department Chair <input type="checkbox"/> Registrar's Office		