

Degree Requirement Waiver/Substitution Form Instructions

Under exceptional circumstances only, a student may obtain a substitution or waiver for a required course or degree component, in accordance with the procedure outlined below.

Substitution/Waiver Authorization Procedure

- 1. The professor (or Chair/Dean) completes the attached Degree Requirement Substitution/Waiver Form.
- 2. The professor (or Chair/Dean) acquires the appropriate Chair and Dean signatures.
- 3. The Dean's Office submits the completed form to the Registrar's Office.
- 4. The Registrar reviews the request and, if appropriate, signs the form.
- 5. Once approved by the Chair, Dean, and Registrar, the

waiver/substitution is considered valid and become part of the student's academic record.

NOTE: Substitutions/waivers are considered official only once all three signatures have been obtained.

- 6. An electronic copy of the final substitution/waiver form (with approval or denial of the request) will be distributed to the student, the Department Chair, and the Dean via Brandon University e-mail.
- 7. The original hard copy of the final substitution/waiver form will be retained in the Registrar's Office.



Name:	Student Number:		
Degree:		Major:	Minor:
Required Course Num	ber:		
Required Course Title:	:		
Course is waived	OR	Course is substituted	
		Substitution Course Number	
		Substitution Course Name:	
	OR		
Student is granted a pr	ogram	requirement waiver/substitution u	inrelated to a specific course
Specify:			
Provide rationale for w	vaiver/s	substitution below:	
Approved Denied			
	Chair	of Department/Program	Date
	Dean	of Faculty/School	Date
	Regist	trar	Date
If denied,			

Degree Requirement Waiver/Substitution Form

Forward completed form to the Registrar's Office.

Waivers/substitutions are considered valid only upon approval by all three parties listed above.

Brandon University supports and promotes accessibility. This form is available in alternative format upon request to the Registrar's Office.