



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.

Waiver/Substitution Authorization Procedure

1. In consultation with the student, the professor, Chair/program coordinator, or Dean completes the attached Degree Requirement Substitution/Waiver Form.
2. The professor, Chair/program coordinator, or Dean acquires the appropriate Dean signature.
3. The Dean's Office submits the completed form to the Associate Registrar's Office.
4. The Associate Registrar (or Registrar) reviews the request and, if appropriate, signs the form.
5. Once approved by the Dean and Associate Registrar (or Registrar), the waiver/substitution is considered valid and becomes part of the student's academic record

NOTE: **Waivers/substitutions are considered official only once the Dean and the Associate Registrar (or Registrar) signatures have been obtained.**

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



Degree Requirement Waiver/Substitution Form

Name: _____ Student Number: _____

Degree: _____ Major: _____ Minor: _____

Required Course Number: _____

Required Course Title: _____

Course is waived OR Course is substituted

Substitution Course Number: _____

Substitution Course Name: _____

OR

Student is granted a program requirement waiver/substitution unrelated to a specific course

Specify: _____

Provide rationale for waiver/substitution below:

Department/Program Recommendation: _____

Dept Chair/Prog Coordinator

Date

Approved	Denied	
<input type="radio"/>	<input type="radio"/>	
		Dean of Faculty/School Date
<input type="radio"/>	<input type="radio"/>	
		Registrar/Associate Registrar Date
If denied, provide reason:		

Forward completed form to the Associate Registrar's Office (Rm 117, A.E. McKenzie Building).

Waivers/substitutions are considered valid only upon approval by the Dean and the Associate Registrar (or Registrar).