

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.

