



Adrian College

Course Substitution/Waiver Form

This form is used to request substitutions of required courses in the curriculum as published in the Undergraduate or Graduate Academic Catalog. This form may not be used to request substitution for General Education or Distribution requirements. For exceptions to General Education or Distributional requirements, a student must file an academic petition for review by the Academic Status and Review Committee.

The Department Chair may substitute* a required course for a student's major or minor when:

1. There has been a curriculum revision and the required course is no longer offered;
2. The student is enrolled in the final semester before graduation and the required course is not offered or is offered at the same time or another required course;
3. The same course is required in the student's minor, second major or minor (and cannot be double counted);
4. The Department Chair has waived a requirement and selected another course to complete the required credit hours.

***According to the Course Substitution policy on page 58 of the Undergraduate Academic Catalog, written approval from the Department Chair must be submitted to the Registrar's Office prior to the student registering for the substitute course.**

Student ID

Last Name

First Name

Student's Major or Minor from Catalog Year _____.

Anticipated Grad Date (Month/Yr)

Required Course Information			Substituted Course Information		
Course ID	Course Title	Credits	Course ID	Course Title	Credits

REQUIRED: The above substitutions are recommended because:

Date Submitted

Department Chair of Designee Signature

Department Chair of Designee Printed Name

Date Received

Registrar's Signature

Note: Illegible and incomplete forms will be returned.

For Registrar's Office Use Only	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Date Student File Updated _____	