

SUBSTITUTION/WAIVER FORM

State University of New York, College at Oneonta
 Academic Advisement Center
 100 Netzer Administration Building
 Oneonta, New York 13820
 Phone: (607) 436-3390 Fax: (607) 436-3392

Please Print Clearly and Firmly:

NAME	STUDENT I.D. NUMBER			
LOCAL ADDRESS	LOCAL PHONE NUMBER			
CITY	STATE	ZIP	MAJOR(S)	CONCENTRATION

POLICY: If a student wishes to substitute a course for one of the courses required in the major, in its entirety as registered with the State Education Department including courses within Related Work or Concentration, the substitution requires approval by the student's academic advisor in the major; the department chair of the student's major; and for education majors, the chair of the department which offers the course being replaced or waived. No substitution for General Education 2 requirements are permitted.
Revised by Provost and Deans, June 2002

PROCESS:

1. Indicate the requested substitution/waiver in the space below. **NOTE: Transfer course re-evaluations are not done on this form. Please use the Transfer Credit Evaluation Review Sheet for re-evaluations.**
2. Attach the student's most recent advisement document. This is needed to ensure accurate substitutions/waivers are processed.
3. Note the substitution/waiver you are requesting on the advisement document.
4. If the substitution/waiver is acceptable, signatures are required as follows:
 - Advisor signs the form.
 - Department Chair of the student's major signs the form.
 - If the student is an education major and the course substituted or waived is not an education course, the Department Chair of the course substituted or waived signs the form.
5. The form is sent to the Academic Advisement Center for processing.
6. After processing, the form is dated and initialed by the processor. The white copy is placed in the student's permanent academic file in the Registrar's Office, the yellow copy and an updated arrow sheet are sent to the student, and the pink copy is sent to the student's major department.

*Course substitutions must be course for course substitutions. Please be very specific.
 Substitutions/Waivers are valid only for the student's current major/bulletin year.
Education Majors: Use a separate copy of this form for each course offered by a different department so that appropriate signatures may be obtained.*

Oneonta requirement as listed on the student's Advisement Document.	Is this requirement being assigned a substitution (S) or a waiver (W)?	For substitutions: Identify the course to be used as a substitution for the identified requirement.	For substitutions: List the term the substituted course was taken.	Justification for Substitution or Waiver.
Ex: MUSC 170 A	S	Ex: MUSC 292	FALL 2001	170 & 292 are performance courses

Required Signatures:

STUDENT'S ADVISOR FOR THE MAJOR	DATE	I approve	I disapprove
DEPARTMENT CHAIR OF THE STUDENT'S MAJOR	DATE	I approve	I disapprove
FOR EDUCATION MAJORS—DEPARTMENT CHAIR OF THE COURSE BEING SUBSTITUTED/WAIVED	DATE	I approve	I disapprove

PROCESSED BY: _____ PROCESSED ON: _____

White: Registrar **Yellow:** Student after processing **Pink:** Department of Student's Major