Lees McRae COLLEGE

Course Substitution/Waiver Form

This form is to be completed when a course or courses cannot be taken to complete a major and/or a degree requirement, due to extenuating circumstances. The substitution/waiver can be initiated by the student, the Academic Advisor, or the Registrar. In all cases, a course being substituted/waived will have another course used as a substitute. The substituted course will be used in the total number of hours needed for graduation.

Name:_____

ID Number:_____

☐ Freshman
☐ Sophomore
☐ Junior
☐ Senior
☐ Certification Student

The following course(s) is/are to be substituted in order to meet the graduation requirements for a major in _____ .

Substitute _____ **for** _____
Course # Course Title Course # Course Title

Substitute _____ **for** _____
Course # Course Title Course # Course Title

Substitute _____ **for** _____
Course # Course Title Course # Course Title

Substitute _____ **for** _____
Course # Course Title Course # Course Title

Substitute _____ **for** _____
Course # Course Title Course # Course Title

Academic Advisor Signature: _____ **Date:** _____

Dean (Major) Signature: _____ **Date:** _____

Vice President for Academic Affairs Signature: _____ **Date:** _____