

Clarion University of Pennsylvania
Course Substitutions, Waivers, & Catalog Year Changes

Name Happy Student Clarion ID 1100XXXX

College/Dept: ARTS, EDU & SCI BUS & INFO SCI SCHL. OF HLTH SCI VENANGO

Major B.S. Biology Minor _____

Please provide all required information to avoid delay in processing.

Course Substitution & Waivers Instructions:

Sub Substitute named course for required course. Enter a **specific course** to be substituted for the required course in the **SUBSTITUTION** field (i.e. CIS217). If a transfer course, enter the Clarion equivalent course.
Waive Waive course requirement (does not reduce minimum hours needed under this requirement).
Milestone Successful completion of a milestone - a requirement for degree, but not something student can register for (ex. art show or written comp exam)

Use the Req. Name located by _____ to indicate the name that is located in the light blue box above the course requirement on the degree audit. The RQ# is located by _____
 Use the Hrs _____ credits for which this requirement is variable and transfer credit.

We are subbing it for a category, or general competency, with multiple options, not a single course.

RQ # is from the degree audit, visible in blue bands above each sub-section

Sub Waive Milestone Sub Waive Milestone

Req Name Writing Flag RQ# 19 Req ENGL 324 is the course that was taken and is being subbed in RQ# _____
 Hrs 3 Req Course multiple Course Sub ENGL 324 Hrs _____ Req Course _____ Course Sub _____
 Reason met flag outcomes Reason _____

specify if this is a sub or waiver

This is a specific sub, we are replacing BIOL 405, a required course, with GEOG

Sub Waive Milestone Milestone

Req Name Required core RQ# 493 R _____ RQ# _____
 Hrs 3 Req Course BIOL 405 Course Sub GEOG 310 Hrs _____ Req Course _____ Course Sub _____
 Reason Dept. approved, similar content Reason _____

if possible, provide an explanation for the sub or waiver

Catalog Year: Please specify the number of hours being moved. You can move only 1 or 2 credits of a course if needed.
Instructions: _____ year to new requirements must follow the requirements in effect for that year. Please see your advisor before _____ students cannot move backwards to earlier catalog years.
 Student Signature _____
 Student signature is required for catalog year change only. (Applicable to _____)

All signatures must be present. The Chair should be for the program where the sub is happening. If it is within a minor or the Honor's program, for instance, that is the signature required.

Approvals:
 Advisor Adviser _____
 Department Chair Chair _____
 (Form should be forwarded to the Dean of the student's major or minor provided above, department substitution applies)
 Dean/Director Dean _____

As above, this is the Dean of the program where the sub is being made, even if the course itself falls into a different college.