ALFRED STATE COLLEGE
Course Substitution / Waiver Form

<table>
<thead>
<tr>
<th>Student I.D./S.S.#</th>
<th>NAME</th>
<th>(Last)</th>
<th>(First)</th>
<th>(M.I.)</th>
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Student’s Major  ____  ____  ____
(Curriculum Number)

Effective Term ____________________  Advisor _____________________________

Effective Year ____________________  Date ________________________________

REQUIRED COURSE SUBSTITUTION (S)

<table>
<thead>
<tr>
<th>REQUIRED COURSE</th>
<th>SUBSTITUTION (S)</th>
<th>SUBSTITUTED COURSE</th>
<th>TRANSFER INSTITUTION IF APPLICABLE</th>
<th>EXPLANATION (Required)</th>
<th>ADVISOR SIGNATURE</th>
<th>DEPT CHAIR SIGNATURE</th>
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<tbody>
<tr>
<td>Subject/Number</td>
<td>Title</td>
<td>WAIVER (W)</td>
<td>Subject/Number</td>
<td>Title</td>
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Dean’s Signature (Required for substitutions & waivers) ________________________________

VPAA Signature (Required for waivers) ________________________________

INSTRUCTIONS:
The academic advisor will use this form to get approval for any changes involving required courses in the major for an advisee.

1. It should be completed for transfer students during their first semester of study for any transfer course(s) already completed that will substitute for the required Alfred State College course. **Note: Only equivalent or more advanced courses in the same academic discipline can be transferred.**
2. Other course substitutions must be approved by the department chair and dean prior to the student registering for the course.
3. Waivers of major requirements must be submitted with justification to the dean and vice president for academic affairs for approval.
4. This form is not to be used for exceptions to college-level requirements specified in the academic regulations, which must be approved by the Academic Affairs Committee.
5. Send original form to the Registrar’s Office and copies for adviser, student folder, and the dean.

REGISTRAR’S OFFICE USE ONLY: ________________________________  ________________

Processed by  Date

August 2011