

**Standard Operating Procedure – WAIVE (Course substitution)****Responsibility: Associate Dean; College Coordinator****Time Frame: The semester prior to taking the WAIVE/substitution course.**

**Definition:** Substitution or WAIVE of University courses outside of the College of Education will require an unofficial transcript, a course syllabus, and a stated rational for the change in curriculum. A *course substitution/WAIVE* takes the place of a required *course* in a curriculum, provided the *course substitution/WAIVE* meets the content and/or spirit of the requirement. The College will not accept more than a total of nine (9) hours of courses substitutions/waives and/or transfer credit.

**Procedures:**

**Step 1:** Student uses the [Graduate and Professional Student Petition](#) to request a course substitution.\* Each student is responsible for meeting with their academic advisor for initial approval and for subsequent departmental approvals.

**Step 2:** Check box #5 (Degree requirement exception)

**Step 3:** In the “Explanation” section, identify the following:

**Step 3a:** Identify the original course, listed on the program area degree plan, using this format (####\*\*\*) and the title.

**Step 3b:** Identify the WAIVED (substituted) course using this format (####\*\*\*) and the title.

**EXAMPLE—***Waive CUIIN 8370 Introduction to Educational Research for CUIIN 8371 Introduction to Quantitative Research*

**Step 3c: Or substitute the new course (####\*\*\*) for the old course (####\*\*\*)**

**Step 4:** The College Office of Graduate Studies reviews the request and forwards to the Graduate School, using IRIS—*Image Only*—for official records.

**Step 5:** The College Office of Graduate Studies sends a copy of the Graduate School “Approval” to the student.