



Spring Hill College – Course Substitution/Waiver Form

Student name: _____ ID number: _____

Major(s): _____ Semester/year: _____

Check all that are applicable:

- Core curriculum course – Requires approval of Chairperson from selected discipline.
- Major/Minor requirement – Requires approval of Chairperson from student’s academic program.
- Language requirement – Requires approval from the Chairperson for Languages and Literature.
Students seeking a language waiver based on their accommodation must also get the signature of the Coordinator of Academic Support.
- OCICU Consortium – Dependent on whether this course is taken for Core, Major, or Program requirement, see above for final approval needed.

Substitution - Substitute the following course(s) for requirement.

Required Course #	Hours	Proposed Substitution Course #	Term	Hours

Waiver - Waive the following course(s) for requirement.

Waived Course #	Justification for Waiver

Each student is responsible for knowing and satisfying all course requirements indicated within his or her academic program. With this in mind, each student should continue to monitor his or her degree audit once grades have been posted to ensure that all substitutions are in place.

Student signature: _____ **Date:** _____

Advisor signature: _____ **Date:** _____

Chairperson signature: _____ **Date:** _____

Students seeking a language waiver based on their accommodation must also get the signature of the Coordinator of Academic Support.

Coordinator of Academic Support signature: _____ **Date:** _____

Return the signed form to the Registrar’s Office for processing.