Standard Operating Procedure – WAIVE (Course substitution)

Responsibility: Associate Dean; College Coordinator

Time Frame: The semester prior to taking the WAIVE course.

Definition: A course substitution (WAIVE) applies only to courses taken at the University of Houston. Substitution of University courses outside of the College of Education will require a course syllabus and a stated rational for the change in curriculum. A course substitution takes the place of a required course in a curriculum, provided the course substitution meets the content and/or spirit of the requirement.

Procedures:

Step 1: Student uses the Graduate and Professional Student Petition to request a course substitution.* The 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 CUIN 8370 Introduction to Educational Research for CUIN 8371 Introduction to Quantitative Research

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.

Step 6: What happens next depends on how DORP and MyAdvisor work.

*“Swapping” a class can occur when a student/program incorrectly enrolls in a class. Discovery of the incorrect enrollment occurs after the Last Day to Add/Drop a Class. Example: Student/Program enrolled in 8395 (only “S” or “U” grade option) instead of 8399

1) Submit a Graduate and Professional Petition formally requesting to swap one class with another.

2) Submit two (2) ARCA (Academic Record Course Adjustment) Forms
   a) Enter a “NG” (no grade) for the incorrect “old” course
   b) Enter an “A” grade for the correct new course

3) Require signatures of professor, department chair/program director, and the Associate Dean of Graduate Studies

4) Forward all documents to the Graduate School for signatures using IRIS

5) Must complete the process prior to the Official Closing Day