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 CUIN 8370 Introduction to Educational Research for CUIN 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.