

Saint Louis University
College of Arts and Sciences

Degree Works - DEGREE REQUIREMENT SUBSTITUTION / WAIVER APPROVAL

Student		Banner ID		Expected Graduation		Degree	
Major(s)		Concentration(s)		Minor(s)			

<i>DEGREE REQUIREMENT</i>			<i>SUBSTITUTION / WAIVER</i>			
Degree Works requirement in question approved by A&S Dean or Academic Department			Course(s) taken / intended to be taken for substitution or requirement waiver			
Requirement	Approval Signature	Date Approved	Department and Course Number	Course Title	Semester / School	Credit Hours
Notes / Other:						

CAS Academic Advisor/Academic Department Approval:

Date Submitted for Approval:

*****Please Scan/Return Completed Form to: artssci@slu.edu*****

Degree Requirement Substitution/Waiver Approval Form Instructions

1. Fill out last name of student.
2. Fill out first name of student.
3. Fill out the student Banner ID in spaces provided.
4. Indicate if the substitution or waiver being requested is for the student's major/minor/microcredential or certificate. Pick *only one* option.
5. In the same area, write in the title of the major/minor/microcredential or certificate.
6. If a major is selected, indicate if the student is seeking the BA or BS.

Degree Requirement

1. In the Requirement section, indicate the requirement that needs the substitution or waiver. You will need to write in the requirement as it is shown in Degree Works. See example at bottom of page.

Substitution / Waiver

1. List the Subject Code and Course number to be used to replace the missing substitution. *It must be listed EXACTLY how the student completed the course.*
2. List the *EXACT* course title, as it shows in Degree Works or on the academic transcript.
3. List the number of credit hours of the course.
4. Provide appropriate department approval signature.
5. Indicate current date.
6. Provide any other information pertinent to the requested substitutions/waivers listed on this form in the **Notes** box provided.

“Substitute the French 310 course for CMM2500 major requirement.”

The **Requirement** you would list in the **Requirement Unfilled** section would be **CMM2500**.

The **Substitution** that you would list would be :
Department and Course Number – FREN 310
Course Title – Discovering the Frnch-Spk Wrld
Credit Hours – 3

Major Requirements	
Total Credits Required :	
Met?	Requirement
Yes	CMM1000
Yes	CMM1200
Yes	CMM2400
No	CMM2500
Yes	CMM2800