



# SUBSTITUTION/WAIVER REQUEST

Used for Mason and Transfer courses for which a direct equivalency has been denied

Name: \_\_\_\_\_ Mason Email: \_\_\_\_\_ G#: \_\_\_\_\_  
Last First

Program: \_\_\_\_\_ Catalog Year: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Expected Graduation Term:  Fall  Spring  Summer 20 \_\_\_\_\_ Graduation Application Filed?  Yes  No

Please note the following:

- **Mason Core requirements that are being substituted by a Mason course or waived require Associate Provost approval.**
- A lower level class substituted for an upper level class does not fulfill upper level credit requirements.
- Substitutions and Waivers cannot be viewed on the Patriot Web transcript.
- **The Patriot Web Degree Evaluation will be updated when this request has been approved and processed. Allow up to 30 days for changes to appear on your Degree Evaluation. Requests by graduating students will receive priority.**

<b>SUBSTITUTIONS</b> - Course content of two courses is not equal, but the substituting course may be used to meet the requirement.						
<b>Courses on Patriot Web Transcript</b>					<b>How courses should be counted:</b>	
					Note to Department - Grade restrictions for in progress courses can be indicated below. <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> *Mason Core	
Institution Name	Term Taken	Subject & Course Number	Credits	Grade	Requirement to be Substituted	Grade Restriction (if required)

<b>WAIVERS</b> - Waivers apply to degree requirements and do not grant any credit or reduce the total number of credits required for graduation.	
<b>Reason for Waiver:</b> Specific descriptions should be listed below. Supporting documentation should be attached.	<b>Waive this course or requirement:</b> <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> *Mason Core <input type="checkbox"/> Credit Hours

<b>APPROVAL</b>		Signature	Date	Approved	Denied	Comments
<b>Major</b>	<b>Department</b>					
	<b>Dean</b>					
<b>Minor</b>	<b>Department</b>					
	<b>Dean</b>					
<b>*Associate Provost</b> – Required for Mason Core Waivers & Mason Core Substitutions using a Mason course						

Completed forms should be sent to [degaudit@gmu.edu](mailto:degaudit@gmu.edu)