



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: _____

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.**

SUBSTITUTIONS - Course content of two courses is not equal, but the substituting course may be used to meet the requirement.						
Courses on Patriot Web Transcript					How courses should be counted:	
					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)

WAIVERS - Waivers apply to degree requirements and do not waive credit hour requirements.	
Reason for Waiver: Specific descriptions should be listed below. Supporting documentation should be attached.	Waive this course or requirement: <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> *Mason Core

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

After approval signatures have been obtained, return this form to the Office of the University Registrar, Student Union Bldg 1, Room 2101 MS 3D1, Fax (703) 993-4668.