

Clarion University of Pennsylvania  
**Course Substitutions, Waivers, & Catalog Year Changes**

Name \_\_\_\_\_

Clarion ID \_\_\_\_\_

College/Dept:  ARTS & SCIENCES

BUS & INFO SCIENCES

EDUCATION, HEALTH & HUMAN SERVICES

Major \_\_\_\_\_

Minor \_\_\_\_\_

**Please provide all required information to avoid delay in processing.**

**Course Substitution & Waivers Instructions:**

**Sub** Substitute named course for required course. Enter a **specific course** to be substituted for the required course in the **SUBSTITUTION** field (i.e CIS217). If a transfer course, enter the Clarion equivalent course.

**Waive** Waive course requirement (does not reduce minimum hours needed under this requirement).

**Milestone** Successful completion of a milestone - a requirement for degree, but not something student can register for (ex. art show or written comp exam)

Use the **Req Name** (Requirement Name) field to indicate the name that is located in the light blue box above the course requirement on the degree audit. The **RQ#** is located by the Requirement Name.

Use the **Hrs** field to indicate the number of credits for which this exception applies, considering variable and transfer credit.

<input type="checkbox"/> Sub <input type="checkbox"/> Waive <input type="checkbox"/> Milestone Req Name _____ RQ # _____ Hrs _____ Req Course _____ Course Sub _____ Reason _____	<input type="checkbox"/> Sub <input type="checkbox"/> Waive <input type="checkbox"/> Milestone Req Name _____ RQ # _____ Hrs _____ Req Course _____ Course Sub _____ Reason _____
<input type="checkbox"/> Sub <input type="checkbox"/> Waive <input type="checkbox"/> Milestone Req Name _____ RQ # _____ Hrs _____ Req Course _____ Course Sub _____ Reason _____	<input type="checkbox"/> Sub <input type="checkbox"/> Waive <input type="checkbox"/> Milestone Req Name _____ RQ # _____ Hrs _____ Req Course _____ Course Sub _____ Reason _____

**Catalog Year Change Instructions:**

*Students changing their catalog year to new requirements must follow the requirements in effect for that year. Please see your advisor before changing your catalog year. Students cannot move backwards to earlier catalog years.*

\_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
**New Catalog Year**    *Student signature is required for catalog year change only. (Approvals below are also necessary)*

**Approvals:**

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Department Chair \_\_\_\_\_ Date \_\_\_\_\_  
*(Form should be forwarded to the Dean of the student's major or minor provided above, depending on which program the substitution applies)*

Dean/Director \_\_\_\_\_ Date \_\_\_\_\_

Please send **ORIGINAL** form to Registrar's Office.