



# 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:

- **University General Education 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.**

<b>SUBSTITUTIONS</b> - 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"/> *University Gen Ed	
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 waive credit hour requirements.	
<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"/> *University Gen Ed

APPROVAL		Signature	Date	Approved	Denied	Comments
Major	Department					
	Dean					
Minor	Department					
	Dean					
<b>*Associate Provost</b> – Required for University Gen Ed Waivers & University Gen Ed 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.*