

INSTRUCTIONS FOR COURSE SUBSTITUTION/WAIVER FORM

1. The faculty/academic advisor, as a part of the planning and development of an academic program, should initiate this document.
2. The advisor completes the student's name, GGU ID/Social Security Number, and contact information.
3. The advisor completes the course information and circles the appropriate action.
4. The advisor follows one of the list options:

OPTION ONE:

- a. Obtain the necessary department chair/program director approval.
- b. Obtain the dean's approval if required.
- c. Submit the document to the Office of Admissions and Student Affairs.
- d. Once substitution/waivers are recorded on the student academic record, the student receives an e-mail confirmation.

OPTION TWO (Regional Site Instructions):

- a. Submit the document to the Office of Admissions and Student Affairs.
- b. ASA staff members obtain the necessary approvals.
- c. Once substitution/waivers are recorded on the student academic record, the student receives a written e-mail confirmation.

For most substitutions/waivers, the approving department chair/program director or dean is from the school/department that sponsors the course. The Division of General Education will review all general education requirements.

If necessary, please contact the **Office of Admissions and Student Affairs** for clarification of policies and processes at **415-442-7800**

A written response to this petition will be sent to the student's current e-mail address within 20 working days of the receipt of the petition.

Submit this petition to:

The Office of Admissions and Student Affairs
536 Mission Street, Suite 100
San Francisco, CA 94105
415-442-7800
415-442-7807 fax