# APPLICATION FOR WAIVER, SUBSTITUTION AND IN-DEPTH SEQUENCE OF A REQUIRED COURSE

**PROCEDURES FOR OBTAINING APPROVAL OF A COURSE WAIVER/SUBSTITUTION**: In special circumstances, the requirement that a student must complete a specific core, major, or minor course will be waived. When granted a waiver, the student is expected to complete a designated "substitute" course in place of the course that has been waived.

Required Signatures:

- To request waiver of a core course, approval must be obtained from the Dyson Dean (who will also identify the substitute course).
- To request waiver of a course in one's minor, approval must be obtained from the Department Chair (who will also identify the substitute course).
- To request waiver of a course in one's major, approval must be obtained from the Chair of the major Department and also from the Dean of the College/School. (The Department Chair will also identify the substitute course).

|_|_|_| - |_|_| - |_|_|_|_| _____

STUDENT I.D. NUMBER LAST NAME FIRST NAME MID.

_____ _____ _____ _____

Expected Date of Graduation Degree Major Minor

Course to be Waived: _____ _____ _____

Course No. Name of Course Credits

This course is required for: ☐ Core ☐ Major ☐ Minor

Substitution Requested: _____ _____ _____

Course No. Name of Course Credits

Reason: _____

_____

_____

_____

**PROCEDURES FOR IN DEPTH SEQUENCE OF A REQUIRED COURSE**: In completing their Core requirements, an alternative for qualified students is to explore a subject area in the Arts and Sciences in some depth. Pace students are afforded the option of concentrating in a subject area by pursuing an "in-depth sequence".

An in-depth sequence consists of at least 9 credits in a subject area within the Core, beyond Core requirements in that area and is in a field of study outside the student's major. Students build an in-depth sequence of courses, each of which replaces one course from each of the Areas of Knowledge (excluding Area One: Civic Engagement & Public Values), up to a maximum of three courses. Students may apply the in-depth sequence toward a minor in the Arts and Sciences. Courses in the sequence may not substitute for requirements in the student's school or major program.

A student wishing to pursue an In-Depth Sequence should consult with the Office of the Dean of Dyson College of Arts and Sciences in order to file an approved program for courses with the Office of Student Assistance (OSA) in advance of study.

In-Depth Sequence Subject Area: _____

| Course Sequence | Credits | Course Requirements Waived | Credits |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

1. _____

Student's Signature Date

3. _____

Department Chairperson Date

(Department in which course is offered)

3. _____

Dean of Student's School Date

4. _____

Dean of Dyson College Date

(For University Core Course Only)

REV 06/2003