


How to use the Substitution and Waiver Form

The Substitution and Waiver Form is used to communicate to the Office of the Registrar what will be substituted or waived for an individual student's program requirement. Once signed and received, the Office of the Registrar will input the data in to the BANNER system to allow the substitution or waiver to be shown on the student's CAPP compliance.

In order to fill out this form, the advisor must know the following information:

- Student's name and 800#
- Major, Concentration, and Minor
- Requirement information found on the CAPP compliance
 - CAPP Area Title, CAPP Group Title, Course Requirement, and Credit Hours
- Substitution / Waiver Information (What the advisor wants to use to substitute or waive)
 - Subject, Course number, Course title, if completed at SIUE or a transfer course*, and Term (course was taken in or term requirement is being waived in).

***Official transcript must be on file in the Office of the Registrar to use a transfer course for a substitution.**

		CURRICULUM, ADVISING AND PROGRAM PLANNING (CAPP) SUBSTITUTION / WAIVER FORM									
Student's Name: _____		ID #:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">8</td> <td style="width: 20px; text-align: center;">0</td> <td style="width: 20px; text-align: center;">0</td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table>	8	0	0					
8	0	0									
Apply request to: Major: _____		Major's Option/ Concentration: _____	Minor: _____								
Requirement Information											
CAPP Area Title:	CAPP Group Title:	Course Requirement:	Hours:								
Substitution / Waiver Information											
Substitution or Waiver*	Subject	Course No.	Title	Completed at SIUE or Transfer** from:	Term						
*When a course is waived, NO credit is given towards a degree											
**Official transcripts must be on file in the Office of the Registrar											
Rationale for action above: _____											

Advisor's Name printed & Signature _____		Date _____		Department Chair's Name printed & Signature _____							
Date Received in Registrar's Office		Registrar's Office Use Only		Adjusted by:							
		Area(s) Adjusted:	Group(s) Adjusted:	Date Adjusted:							
				Comments:							
Office of the Registrar Southern Illinois University Edwardsville Rendleman Hall Room 1309 • Edwardsville, IL • 62026-1047 Telephone: (618) 650-3243 Fax: (618) 650-2081											

Substitutions

Example 1 – In this example, the advisor wants to substitute a course for a specific requirement.

An advisor wants to request that CHEM 451A be used to meet the student’s BIOL 332 requirement. Referencing the CAPP compliance, the advisor will begin to fill out the Substitution and Waiver Form (the key areas on the compliance is highlighted with a red box).

Area : BIOT - Biology Requirements - Not Met

Description : This AREA checks for the 30 hour Biology requirement. BIOL 120, 121, 220, 319, 332, 335, 340 and 350. Biology 120, 121, 220 and 319 must be completed with a grade of "C" or higher.

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Yes			BIOL		120			1	200615	BIOL	120	Biology I: Animal Systems		4.000	A	H
No	AND		BIOL		121			1								
Yes	AND		BIOL		220			1	200635	BIOL	220	Genetics		4.000	A	H
No	AND		BIOL		319			1								
No	AND		BIOL		332			1								
No	AND		BIOL		335			1								
No	AND		BIOL		340			1								
No	AND		BIOL		350			1								
Total Credits and GPA													8.000	4.00		

unofficial evaluation

Area : Unused Courses - Met

Description : This Area lists unused courses that did not meet the requirements of the above Areas within this compliance. For information on Programs that require Free Elective Hours.

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Yes					0	ZZZZ			200735	BIOL	203	Human Sexuality & Reproduction		3.000	A	H
									200625	BIOL	240A	Human Anatomy And Phy-		4.000	A	H
									200635	BIOL	240B	Human Anatomy And		4.000	A	H
									200635	CHEM	296	Introduction To Chem-		1.000	A	H
									200735	CHEM	451A	Biochemistry		3.000	A	H
									200815	CHEM	451B	Biochemistry		3.000	A	H
									200815	KIN	117	Badminton		1.000	A	H
									200815	KIN	207	Weight Training Level I		2.000	A	H
									200535	MATH	125	Precalculus Mathematics		3.000	A	H
									200535	PHYS	206A	College Physics		5.000	A	H
									200615	PHYS	206B	College Physics		5.000	A	H
									200815	PSYC	111	Foundation of Psychology		3.000	A	H
									200735	SOC	390	Sociological Perspective		3.000	A	H
Total Credits and GPA													40.000	4.00		

unofficial evaluation

Using this information, fill out the Substitution and Waiver form (the information filled in is in red):



**CURRICULUM, ADVISING AND PROGRAM PLANNING (CAPP)
SUBSTITUTION / WAIVER FORM**

Student's Name: John Doe

ID #:

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Apply request to: Major: Biological Sciences Major's Option/
Concentration: Medical Technology Minor: N/A

Requirement Information

CAPP Area Title:	CAPP Group Title:	Course Requirement:	Hours:
<u>BIOT – Biology Requirements</u>	<u>N/A</u>	<u>BIOL 332</u>	<u>3</u>

Substitution / Waiver Information

Substitution or Waiver*	Subject	Course No.	Title	Completed at SIUE or Transfer** from:	Term
<u>Substitution</u>	<u>CHEM</u>	<u>451A</u>	<u>Biochemistry</u>	<u>SIUE</u>	<u>200735</u>

*When a course is waived, **NO** credit is given towards a degree
**Official transcripts must be on file in the Office of the Registrar

Rationale for action above: The advisor's explanation of why this is being substituted or waived.

Advisor's Name printed & Signature _____ Date _____ Department Chair's Name printed & Signature _____ Date _____

Date Received in Registrar's Office	Registrar's Office Use Only		Adjusted by:
	Area(s) Adjusted:	Group(s) Adjusted:	Date Adjusted:
			Comments:

Waivers

Example 2 – In this example, the advisor wants to waive a course for a specific requirement.

An advisor wants to request that waive the student's BIOL 332 requirement. Referencing the CAPP compliance, the advisor will begin to fill out the Substitution and Waiver Form (the key areas on the compliance is highlighted with a red box).

Area : BIOT - Biology Requirements - Not Met																
Description : This AREA checks for the 98-hour Biology requirement: BIOL 120, 121, 220, 319, 332, 335, 340 and 350. Biology 120, 121, 220 and 319 must be completed with a grade of "C" or higher.																
Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Yes			BIOL		120				1 200615	BIOL	120	Biology I: Animal Systems		4.000	A	H
No	AND		BIOL		121				1							
Yes	AND		BIOL		220				1 200635	BIOL	220	Genetics		4.000	A	H
No	AND		BIOL		319				1							
No	AND		BIOL		332				1							
No	AND		BIOL		335				1							
No	AND		BIOL		340				1							
No	AND		BIOL		350				1							
Total Credits and GPA													8.000	4.00		

unofficial evaluation

Using this information, fill out the Substitution and Waiver form (the information filled in is in red):



CURRICULUM, ADVISING AND PROGRAM PLANNING (CAPP) SUBSTITUTION / WAIVER FORM

Student's Name: John Doe

ID #:

8 0 0 5 5 5 5 5 5

Apply request to: Major: Biological Sciences Major's Option/ Concentration: Medical Technology Minor: N/A

Requirement Information

CAPP Area Title:	CAPP Group Title:	Course Requirement:	Hours:
BIOT - Biology Requirements	N/A	BIOL 332	3

Substitution / Waiver Information

Substitution or Waiver*	Subject	Course No.	Title	Completed at SIUE or Transfer** from:	Term
Waiver	BIOL	332	Basic Biochemistry	N/A	200935

*When a course is waived, NO credit is given towards a degree

**Official transcripts must be on file in the Office of the Registrar

Rationale for action above: The advisor's explanation of why this is being substituted or waived.

Advisor's Name printed & Signature _____ Date _____ Department Chair's Name printed & Signature _____ Date _____

Date Received in Registrar's Office	Registrar's Office Use Only		Adjusted by:
	Area(s) Adjusted:	Group(s) Adjusted:	Date Adjusted:
			Comments:

Office of the Registrar | Southern Illinois University Edwardsville
Rendleman Hall Room 1309 • Edwardsville, IL • 62026-1047

This is intended to show what information is needed and how to fill out the substitution and waiver form. There are many more ways or reasons why an advisor may need to do a substitution or waiver for a student's requirement. These are only an example of two.