



WILLIAM & MARY
Arts & Sciences

Course Substitution Request Form

Use this form to petition the Committee on Degrees to complete a degree requirement by substituting one course for another. Approval is not automatic and is generally given only in extraordinary circumstances.

Course substitutions for courses taken at W&M and elsewhere for majors and minors are determined by the department chairs/program directors:

<https://www.wm.edu/offices/registrar/documents/degree/mm-req-sub-waiver-form-fill.pdf>

Instructions

This form is managed by DocuSign. **Create a DocuSign account so that you can follow the progress of the petition once it is submitted. Petitions can take between 4-6 weeks after the student and faculty signatures are received, so plan accordingly.**

Once you initiate the form it will be routed to the department chair you entered for their approval. Once the department chair signs off, the petition is routed to COD for processing. **Please monitor your email** in case additional information or clarification is needed. If your request is approved, your final transcript will be updated by the Registrar's Office.

If you have questions about this form, please reach out the Office of Undergraduate Academic Affairs, academicaffairs@wm.edu



WILLIAM & MARY

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Office of Undergraduate Academic Affairs
757-221-2476 | academicaffairs@wm.edu

Student is responsible for
* completing the form completely and accurately.
* checking email until process is completed in case clarification is needed.

Course Substitution Request

Student's Name: _____ Banner ID #: _____

Phone: _____ Email: _____

Major | Minor: _____ Anticipated Graduation Date: _____

I am requesting a course substitution to satisfy the degree requirement indicated below:

Coll/Additional Domain: _____ (ALV, NQR, CSI) COLL 100, 150, 200, 350 and 400 must be taken here

Proficiency: _____ (Art, Music, Math, Language)

Equivalent

- For courses taken elsewhere that are offered at W&M. ex: you were preapproved to take microeconomics at University X and you want to receive Econ 101, not Econ 1xx (elective credit)
- For a course taken at W&M you believe should be a substitute for another course or requirement

Required Course/Proficiency or Coll :

Course Prefix and Number or Proficiency being filled

Course Title

Number of Credits

Proposed Substitute Course:

Course Prefix and Number

Course Title

Number of Credits

How to complete required course section:

- Equivalent credit: list the exact course ie (Econ 101, MATH 111, etc)
- Proficiency: write in Art, Math, Music, FLP OR course at W&M that you'd like to substitute.
- COLL : ALV, NQR, or CSI and if appropriate what course your sub is replacing.

I took/will take this course at William & Mary

I took/will take this course elsewhere in the U.S.*

I took/will take this course elsewhere outside the U.S.**

I have included the following documentation with my petition:

- Degree Works (required)
- Syllabus for the proposed substitute course (required)
- *Copy of Registrar's email approving that office's "Permission to Take Course Elsewhere" (if needed)
- **Copy of completed Reves Center's "Study Abroad Transfer Credit Approval Form" (if needed)

How is your proposed substitute course similar to the required course and degree requirement?
(~150 words)

Example:

- This course covers such topics such as (list key topics including theoretical foundations, practical applications, or methodologies.
- Briefly describe core content, emphasize how course covers similar foundational concepts or advanced techniques.

Explain the extraordinary circumstances that justify a substitution in your case (~150 words):

Example:

- If you plan on taking a summer course elsewhere that is offered at W&M explain why you can't take it here. OR
- How does taking the course elsewhere to your benefit?

Additional information from instructor, faculty advisor, or others (~150 words):

Student Signature

Date

DO NOT USE YOUR ADVISOR unless they are the dept chair

***Chair/Director** for required course: Print Name | Signature

Date

Asst Dean for Undergraduate Education

Date

Passed on to COD for approval? Yes No

Decision: Approved Denied