

Procedure for Submitting a Request for a Course Waiver, Substitution, or Equivalency

1. Download a copy of the *Request for a Course Waiver, Substitution, or Equivalency for the General Education Program at Fredonia* Form.

A completed paper form must be submitted.

Student may complete the form electronically and then print a completed copy, or print the blank form and complete by hand [hand print responses; do not write]

2. Complete Section A on the top portion of the form. Give all required information and indicate if you are attaching any other documents.

There are three types of individual and programmatic requests:

- (1) *waivers* dispense with a requirement as the institution refrains from enforcing established student obligations;
- (2) *substitutions* replace a required course, courses or category with another course or other courses that otherwise do not fulfill the General Education requirement;
- (3) *equivalencies* permit a particular course not included in a Fredonia General Education category but deemed functionally and pedagogically equivalent to a course currently included in that GenEd category to fulfill the relevant GenEd requirement.

3. Sign and date the form.

4. Take the form to either your Academic Advisor or Department Chair and ask him/her to complete Section B.

5. Return the completed form to the CCC Director or General Education Office.

If additional information is needed, you will be contacted via e-mail.

6. You will be contacted via e-mail within 7-10 business days regarding a decision.