

Course Substitution / Waiver

Occasionally, a required course in a graduate program is not available or is no longer offered due to program changes. With advance approval from the graduate program and the Graduate Division, a student may take another course as a substitute. If the substitute course is a 699 course, it must be taken for grade.

Course waivers are at the discretion of the graduate program and must be justified.

If the substitution course is transferred in from another institution, use the "Petition to Transfer Credits" to indicate which required UHM course will be substituted.

UNIVERSITY OF HAWAII AT MĀNOA

Graduate Division
 Student Academic Services
Records Office

Petition to Substitute or Waive Courses

Part I. To be completed by the student

Name _____ UH ID No. _____
LAST, FIRST, M.I.

Graduate Program _____ Degree Objective _____
INCLUDE SPECIALIZATION IF APPLICABLE.

Part II. To be completed by the graduate chair

Alpha, Number & Title of Required Course	Alpha, Number & Title of Substitution Course	Term/Year	Grade

Alpha, Number & Title of Waived Course	Justification

I certify that this petition is in compliance with the policies and instructions for this form.

Signature of Graduate Chair _____ Date _____

GRADUATE DIVISION ACTION

Approved Not Approved By _____ Date _____

Remarks _____

C: Graduate Program