



UNIVERSITY
of HAWAII®
MĀNOA

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 Office of Graduate Education (OGE), 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.

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Web site: manoa.hawaii.edu/graduate

An Equal Opportunity/Affirmative Action Institution

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 EDUCATION ACTION

Approved Not Approved By _____ Date _____

Remarks

C: Graduate Program