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## MAJOR PORTAL PROGRESS TOOL - SUBSTITUTION/WAIVER/CLARIFICATION FORM

This form is used to:

1. **SUBSTITUTE** a particular course required for a degree, major, minor, or concentration with an alternate course;
2. **WAIVE** a requirement;
3. and/or to **CLARIFY** with the Registrar a particular type of completion that is not coded to automatically populate into the Progress tool in Major Portal correctly. Examples of when clarification may be needed are listed below:
  - o Some programs require students to partake in a community engaged learning experience, a study abroad/international experience, or to complete field-work courses. Many times, these courses are not uniquely coded for Progress to recognize that they have been completed. This form can be used to notify the Registrar of the completion of this requirement.
  - o Similarly, some programs allow particular interdisciplinary studies, Ventures/Connections (only if taught by a particular faculty member), and special topics classes to count toward their academic program. This form can be used to notify the Registrar of the completion of this requirement.
  - o Another example is when there is a statement in the catalog about a course requiring approval from the Director of the Program or Department Chair in order to count toward a requirement (i.e.: many interdisciplinary minors do this). This form can be used to notify the Registrar of the approval as well as the completion of this requirement.
  - o Finally, some programs require an experience (such as a music recital or a particular amount of hours of community service) that does not have a course to go on the student's transcript. This form can be used to notify the Registrar of the completion of this requirement.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Date: \_\_\_\_\_

Dear Registrar,

Please make the following changes to the student's (circle one: \*general education, degree, major, minor, or concentration in \_\_\_\_\_) Progress tool on Major Portal. (When writing below, please be clear of the requested change.)

Substitute:  
\_\_\_\_\_  
\_\_\_\_\_

Waive:  
\_\_\_\_\_  
\_\_\_\_\_

Clarify:  
\_\_\_\_\_  
\_\_\_\_\_

Thank you and Sincerely,

\_\_\_\_\_  
Faculty Advisor (Print and Sign Name)

\_\_\_\_\_  
Signature of the Department Chair (Print and Sign Name)

\_\_\_\_\_  
\*Director of Core/Compass Curriculum (Print and Sign Name, if applicable)

For office use only: \_\_\_\_\_ (initial of Registrar) and date entered into system \_\_\_\_\_  
Form last updated: 11/7/2016