

## Major / Minor Substitution and/or Waiver Form

**Student Information**

Name: \_\_\_\_\_  
 KUID: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Circle one:    **B.A.**    **B.G.S.**    **B.S.**    **B.F.A**    **B.A.E.**                      **Minor**

**Advisor Information**

Date: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Advisor: \_\_\_\_\_  
 Advisor Email: \_\_\_\_\_

Major/Minor: \_\_\_\_\_ Sub-Plan (if applicable) \_\_\_\_\_

This form may be used to substitute or waive a course requirement or to communicate some other type of exception related to a student's major or minor. NO BA or BGS GENERAL EDUCATION REQUIREMENTS CAN BE SUBSTITUTED/WAIVED USING THIS FORM.

Course Taken					Course / Requirement to be fulfilled			
Course Prefix	Course Number	Course Title	Credit Hours	Term Taken	Course Prefix	Course Number	Course Title	Credit Hours

**Advisor Notes and Comments (use this section for waivers)**

*Example: Waive 3 Major Hours*

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**Faculty Advisor Name and Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If a substitution is for all students: Please go to [www.ku.edu/~clasus/forms](http://www.ku.edu/~clasus/forms) and submit a change in major or minor requirement(s) form.

**Please note:** if the "Course Taken" is transfer credit or study abroad, the coursework must be posted to the student's record before the substitution(s) can be made.

**Please note:** A department cannot waive hours below the required minimums set by the College.

**MAJOR:** 24 hours (15 in residence) (12 JR/SR)

**MINOR:** 18 hours (9 in residence) (12 JR/SR)

**Please note:** You cannot waive any GPA requirements.