# Degree Audit Course Substitution and Waiver Form

## Instructions
1. Complete this form for courses for which you are requesting major, minor, or core credit.
2. Present a catalog course description (translated, if not in English) for each course.
3. Provide any other supporting documentation such as syllabi and reading lists which may assist the approval process.
4. Bring this form to the appropriate academic department. Foreign study students should go to the OIP website at www.bc.edu/offices/international and click on “Academics” in the left navigation for the appropriate contact person.
5. Bring the stamped form(s) to the Office of Student Services in Lyons Hall.
6. Keep copy number 4 for your records.

### Substitution

**Approval granted to SUBSTITUTE:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Semester Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

(for e.g., ENGL108001)

**Country of Study** (foreign study courses only)

<table>
<thead>
<tr>
<th>University/Program</th>
</tr>
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<tbody>
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</table>

### Waiver

**Approval granted to WAIVE:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Semester Taken</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

(for e.g., ENGL108001)

**Reason for Waiver:**

### Other

Please specify other adjustments to requirements in the space below.

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**Name:** __________________________

**Eagle Number:** ____________ — ____________

**School:** __________________________

**Year of Graduation:** ____________

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**Dean or Department Approval:** __________________________________________

**Date:** __________________________

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**Copy 1: Office of Student Services**

**Copy 2: Dean’s Office**

**Copy 3: OIP**

**Copy 4: Student**

Updated 9.23.2015