

# Substitutions and Waivers

There may be a time when you need an exception to an academic policy that concerns your major in our department.

One common example: Suppose you didn't have transfer or AP credit for Math 11, but started with Math 12 and did fine. A grade of C- or better in Math 12 is evidence that you know the Math 11 material. In this case, you need a **waiver**.

Suppose you started as a CSEN major and then transferred to CSCI. We will accept the whole sequence COEN 10, 11, and 12 as a replacement for our CSCI 10, 60, and 61 sequence. (We don't generally swap individual courses in that sequence.) In that case, you'd need a **substitution**. **Note:** Substitutions can go through only when you are already registered in the course you want to use as a substitute.

Here's how to request a substitution or a waiver.

Write an email addressed to the department chair at [mathsci@scu.edu](mailto:mathsci@scu.edu) with subject header Substitution/Waiver.

Include your student ID number and explain exactly what you want to do and why, including which major the exception concerns. For instance, "I want to waive Math 11 for my CS major, because I got a B in Math 12."

If we need more information, you'll hear back from us. If we can grant your request, we'll forward the email thread to the Registrar and the updated information should appear on your degree audit within a week or so.

Please be advised that we do occasionally have to deny requests. Also, be aware that this process is **only for things related to your major**. We have no power to make exceptions to Core curriculum requirements.