



COURSE SUBSTITUTION OR WAIVER FORM

Student Name: CSUB ID:
CSUB Email: Cell Phone:
Major: Concentration:
Advisor: Catalog Year: Term Admitted:
Check One (submit a separate form for each request type):
[ ] GE Course Substitution [ ] GE Course/Course Waiver [ ] GVAR Substitution
[ ] Major Course Substitution [ ] Major Course Waiver [ ] Minor Course Substitution [ ] Minor Course Waiver
ONLY COURSES WITH EARNED UNITS AND GRADES WILL BE PROCESSED. Please note the following steps.
- Students must meet with an advisor for guidance and clarification on academic requirements. ATTACH an official syllabus for each course (non - CSUB courses only). If a syllabus is unavailable, an official course description from a published University catalog may be acceptable.
- The advisor will send all the paperwork to the appropriate administrative office. Students will be notified on the status of their request via CSUB email within 1-2 weeks, after decisions are finalized.

Table with 2 main columns: Required Course and Substitution Course(s). Substitution Course(s) has sub-columns: Subject/Course Number, Units, Term Taken, Grade Earned, Institution, APRV, DENY.

Comments:

Empty box for comments.

Department Chair: \_\_\_\_\_
(for Major course(s) substitution only)

Faculty Director of GE or Writing Program Coordinator: \_\_\_\_\_
(for GE & GVAR course(s) substitution only)

AVP for Academic Programs: \_\_\_\_\_
(for GE course waiver approvals for transfer students only)

Table with 2 columns for tracking: Date Received and Date Student Notified/Date Processed/Date Scanned. Rows include: Advisor, GE/Writing Program Office, AVP Academic Programs Office, AOS Office, Registrar's Office.

# REQUEST AND SUBMISSION PROCEDURE

## HARD COPY FORM

FOR GE COURSE SUBSTITUTION OR WAIVER,  
or GE GWAR SUBSTITUTION ONLY

## PEOPLESFT (PS) /ADVISOR REQUESTS AND RECORDS PAGE (ARR)

FOR MAJOR/MINOR COURSE SUBSTITUTION / WAIVER ONLY

### GE Course Substitution:

- ✓ Student meets with Advisor.
- ✓ Advisor reviews request and submits to Director of General Education for review and approval.
- ✓ Student receives status of request via CSUB Email
- ✓ Once approved or denied, GE Office forwards form to the Academic Operations Office (AOS). - Diane Wiggins.
- ✓ AOS processes request based on approval status.
- ✓ AOS forwards form to Registrar's Office for imaging and archival purposes.

### GE GWAR Substitution:

- ✓ Student meets with Advisor.
- ✓ Advisor reviews request, makes sure all elements are present (see attachment), and submits form to Writing Program Office in DDH B100
- ✓ The Writing Program reviews request. Once approved or denied, the student is notified of the results via email (with a copy to the advisor) and the form is forwarded to the Academic Operations Office (AOS) - Dianne Wiggins.
- ✓ AOS processes request based on approval status.
- ✓ AOS forwards form to Registrar's Office for imaging and archival purposes.

### GE Course Waiver (Available to Transfer Students Only):

- ✓ Student meets with Advisor.
- ✓ Advisor reviews request and submits to the AVP/Designee for Academic Programs for review and approval.
- ✓ Student receives status of request via CSUB Email.
- ✓ Once approved or denied, AVP Academic Programs Office forwards form to the Academic Operations Office (AOS) - Diane Wiggins.
- ✓ AOS processes request based on approval status.
- ✓ AOS forwards form to Registrar's Office for imaging and archival purposes.

### Major/Minor Course Substitution or Waiver:

- ✓ Student meets with Advisor.
- ✓ Advisor reviews request and submits to Chair of Major for review and approval.
- ✓ If approved, the advisor or Chair submits the course substitution on the student's behalf via PS using the ARR page.
- ✓ Academic Operations Office processes request based on approval status. Requests received via ARR/PS generates a final status response to student via email.
- ✓ Student receives status of request via CSUB Email.

## **SUBSTITUTIONS FOR THE GVAR (Effective 2018-2020 Catalog – Academic Information)**

### **Substitutions for Undergraduate Students**

If you transferred to CSUB from another CSU or from a UC, the Registrar's Office can determine if you have satisfied the upper-division writing requirement at that campus.

If you transferred to CSUB from a college or university other than a CSU or a UC, you can request to substitute an appropriate course for the GVAR. You need to bring documentation to the Writing Program Office in Dorothy Donahoe Hall (DDH B100) showing you have earned a grade of C- or higher in **an upper-division writing course equivalent to one of our GVAR courses—NOT just a writing-intensive course, but a course that focuses on writing instruction and the development of writing skills.** The documentation includes the following materials:

- **A description of the relevant course from the college catalog;**
- **A copy of your unofficial transcript with the course and grade highlighted;**
- **An explanation showing that the course is upper division;**
- **Proof of your upper-division standing when you took the course (such as the number of hours you completed before taking the course).**

### **Substitutions for Post-Baccalaureate and Graduate Students**

*You will be exempt from the GVAR if you meet any of the four criteria below:*

*(1) You graduated from a CSU or UC since 1980.*

*(2) As of Winter 2007, as a post-baccalaureate or graduate student, you earned the following test scores--provided the test(s) were taken since 1980:*

<b>GMAT</b>	4.5 or higher on the writing portion of the GMAT
<b>CBEST</b>	41 or higher on the writing portion of the CBEST
<b>GRE</b>	4.5 or higher on the analytic writing portion of the GRE General Test

*(3) Post-baccalaureate and graduate students who have one or more articles published as first author in a refereed or peer reviewed professional journal may submit their work for review to the Writing Program Office\* with a formal request to waive the GVAR.*

*(4) Post-Baccalaureate and graduate students who already have an MA or MS in any discipline that included a master's thesis or project and are working on another degree or credential may submit their thesis or project for review to the Writing Program Office\* with a formal request to waive the GVAR.*

*In the last two situations, waiver requests and supporting documents will be reviewed, and you will receive a decision in approximately two weeks.*

---

\* Dorothy Donahoe Hall B100