

Date _____

Request for Exemption or Substitution in a Major/Minor: _____

BA Major BS Major Minor

Instructions: This form is to be used to notify the Office of the University Registrar that a department has granted an exemption or substitution for a requirement in a student's major or minor. Once processed and posted, exemptions and substitutions will be reflected on degree audits available in sage. This form applies only to courses taken at Brandeis. To request major or minor credit based on transfer credit, please refer to the Registrar's Office website for the appropriate form.

- This form should be fill out in collaboration with the undergraduate advising head or department chair.
- If an exemption with no substitution is requested, this form may be returned to the Registrar's Office at any time after the student has declared the major or minor.
- If a substitution is requested, this form should not be submitted to the Registrar's Office until the substitute course has been taken and a grade has been posted in sage. If the form is completed, the department office may hold the form until that time.
- When the form has been signed by the undergraduate advising head or department chair, the department should return it directly to the Registrar's Office by campus mail or fax. **A student should not submit this form to the Registrar's Office.**

Last Name: _____ First Name: _____ MI: _____

sage ID: 2 Class Yr: 20 Mailbox: _____ Email: _____

Degree Audit Requirement

Looking at the degree audit in sage, indicate below the specific requirement, core group, elective or other course that the Student is exempt from or will substitute.

Exemption or Substitution

- Student is exempt from this requirement and will substitute this requirement with the following Brandeis course:
Substitute Course: Subject Code: _____
Catalog Number: _____
Course Title: _____
- Student will substitute this requirement with the following Brandeis course:
Substitute Course: Subject Code: _____
Catalog Number: _____
Course Title: _____
- Student is exempt from this requirement and no substitution is needed to replace this requirement. The total number of courses requirement for the Major/Minor is reduced as a result of this exemption.

Undergraduate Advising Head Signature _____ Date _____

Department Chair Signature _____ Date _____

Departments are responsible for returning this form to the Registrar's Office

Registrar's Office Use Only

Registrar Signature _____ Date _____

Transcript Reviewed Audit Reviewed Directive Posted