Request for Exemption or Substitution in a 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:  ____________________________

<table>
<thead>
<tr>
<th>Degree Audit Requirement</th>
<th>Exemption or Substitution</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>☐ Student is exempt from this requirement and will substitute this requirement with the following Brandeis course: Substitute Course: Subject Code: _______________ Catalog Number: _____________ Course Title: ________________</td>
</tr>
<tr>
<td></td>
<td>☐ Student will substitute this requirement with the following Brandeis course: Substitute Course: Subject Code: _______________ Catalog Number: _____________ Course Title: ________________</td>
</tr>
<tr>
<td></td>
<td>☐ 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.</td>
</tr>
</tbody>
</table>

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