New Procedures for Student Requests &
Departmental Reporting of Substitutions for
Major / Minor Requirements

The Office of the University Registrar will soon be replacing the TC03, RG01 and TC07 forms with one online form which will be available to students from the Registrar’s Office website. The online form allowing the students to request that a major or a minor requirement be met by a course other than ones already specified in the University Bulletin will be called Petition to Request Substitution for a Requirement and will be available on the Registrar’s Office website.

This online form can be used by students who would like to petition 1 to 5 courses already available on their transcript or degree audit to be used to meet a requirement for a major or a minor. The course(s) could fit any of the following criteria:

- Brandeis course substituting for a major/minor requirement.
- Course taken at a different institution (Study abroad, non-Brandeis summer school course, transfer credit from other school) which has already been approved for credit and is in the student’s transcript.
- A study abroad course to be credited towards a general university requirement via this form.

The Petition to Request Substitution for a Requirement should NOT be used to request pre-approval for non-Brandeis summer school courses. We will continue to use the existing paper form (TC02) for pre-approvals. Similarly students requesting any type of course work to be transferred to their Brandeis transcript, will continue to use existing paper forms: TC08 for courses taken while in high school and TC05 for courses taken while on medical leave. Once courses have been approved and included in the student’s transcript, the student can use the request a Petition to Request Substitution for a Requirement.

The implementation of this online form will require a change in current procedures. The new procedures are as follows:

**Step 1:** Student initiates the process by completing and submitting the Petition to Request Substitution for a Requirement form.

**Step 2:** Upon submission of the form, an email message is triggered to the appropriate department which will include details of the petition. Each department will be asked to identify the staff and/or faculty who should receive this email notification. To specify staff and / or faculty within each department who should be notified via email each time a student submits a petition, enter the names and addresses of these individuals here.

The email will also include a link to the Department Decision on Substitution for Requirement form. To make it easier to report on a decision, if the form is accessed via the notification email, the information already provided by the student will be pre-populated in the form. This online form will be accessible to all department faculty and/or staff who are authorized to submit a decision about the student’s petition. To specify staff and / or faculty within each department who should be able to report decisions about the students’ petitions to the Registrar’s Office, enter the names and addresses of these individuals here.

**Step 3:** Once the department’s decision is submitted, the Office of the University Registrar will process the approved substitutions and make appropriate changes to each student’s degree audit.
Approving a Substitution without Student Petition:

The departments could report approval for a Substitution of a major or minor requirement without the student initiated petition. Faculty or staff who are authorized to approve a substitution can use the Department Decision on Substitution for Requirement form directly.

Approving Exemptions:

Exemptions from a major or minor requirement must come directly from the department. Faculty or staff who have been identified as having the ability to approve substitution petitions can report an exemption to the Office of the University Registrar via the Department Approval of Exemption from Major or Minor Requirement form.

If you have questions or concerns about this process, feel free to contact Shohreh Harris (shohreh@brandeis.edu / xt. 6-4427).