

**College of Arts and Sciences**  
**Undergraduate Substitutions or Exceptions Request**

This form should be used when an undergraduate student wants to substitute a course for a required course. The form can also be used to make additional changes to DegreeWorks Worksheets (Best Fit).

Please note that only approved General Education courses can be substituted for other approved General Education courses. No General Education requirement can be waived except by a university-wide petition.

CAS students should complete this form and send it to CAS Student Services. After the form has been reviewed by CAS Student Services, the form will be forwarded to the appropriate faculty advisor. The faculty advisor will submit the request online.

**Please complete the following information:**

Student's Last Name:

Student's First Name:

Student's Winthrop ID Number:

Catalog Year:

College:

Degree:

College (for second major if needed):

Degree (for second major if needed):

Major (and Concentration if applicable):

Major (and Concentration if applicable):

Which type of request are you seeking?

For course substitution, see "Substitution" below.

To apply a course to a particular DegreeWorks area, scroll to "Apply Here".

To waive a required course, scroll to "Waive".

**Substitution**

If a required course in the curriculum needs to be substituted for another course, complete the fields below:

Required Subject and Course Number:

Course Title:

Credit Hours:

Course to Substitute:

Course Title:

Credit Hours:

Required Subject and Course Number (if second substitution is needed):

Course Title:

Credit Hours:

Course to Substitute:

Course Title:

Credit Hours:

**Apply Here**

If a course needs to be applied to another area in DegreeWorks, complete the following fields:

Apply Course:

To Specific DegreeWorks Area:

**Waive**

If a course needs to be waived, specify which course needs to be waived. Additional hours may need to be applied to make up the waived hours. If this is the case, also specify the course that will replace the missing hours:

Waive:

Replace Waived Course with:

Comments or Additional Changes to Student's DegreeWorks:

Reason for Substitution (Please explain why this change to the student's degree program is requested):

Reviewed by CAS Student Services (106 Kinard or [casstudentservices@winthrop.edu](mailto:casstudentservices@winthrop.edu))

**Faculty Advisors**

Click link to complete Qualtrics Form: [https://winthrop.qualtrics.com/jfe/form/SV\\_9Y8JhzoOuCm9F5P](https://winthrop.qualtrics.com/jfe/form/SV_9Y8JhzoOuCm9F5P)