**Substitutions and Waivers**

In the Faculty of Human and Social Development (HSD), each School and Indigenous Governance (IGOV) Program Director has the authority to waive course prerequisites and approve substitutions. This responsibility is typically carried out by the undergraduate and graduate advisors in consultation with faculty members and the Director. The purpose of this document is to provide guidance in how decisions are recorded in each School/Program.

Many HSD Schools accept undergraduate students into year three based on block transfer credit. Upon acceptance into a School, undergraduate advisors review students’ previously completed courses and waive equivalent courses. There may be times when a student requests a prerequisite waiver or substitution for a required course. Students submit their requests for waivers or substitution to the undergraduate advisor or, if applicable, the graduate advisor for review. Students should be informed in writing that any requested waiver or substitution is not official until the waiver/substitution is approved and applied to the official student record by the Records Officer. Undergraduate or graduate advisors will consult the School or Program Director for a decision if questions arise that they cannot answer.

The Faculty of Graduate Studies considers recommendations from Schools for graduate level substitutions/waivers and holds authority for final approval. Course instructors will direct students requesting to register in a course when the student has not completed course prerequisites directly to the undergraduate or graduate advisor.

Substitutions for, and waivers of, prerequisites are not recognized by the on-line registration system BANNER. This means that advisors must provide registration overrides for each course requiring a particular prerequisite. Sometimes this means that overrides are required for several years, depending on the student’s course selection. If there is a need for recurring overrides advisors are responsible for communicating this to the student, in writing when granting the original substitution or waiver, so that the student is aware of the need to request subsequent overrides.

**Substitutions**
The most common reason students request substitution for a required course is that they feel another course covered the material, for example, studies began at another institution, or in another UVic program.

Students who attended another institution and received “level” transfer credit may submit a request for the transfer credit to be used in lieu of a specific UVic course. In these cases, if there is no comment on the Transfer Credit System about permitted substitutions, an advisor

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will want to check the student’s transcript or ask for a course description to determine whether a substitution is warranted.

**Waivers**

For undergraduate students, the advisor will contact the faculty member, either the one who is teaching the course or, in situations where a sessional is teaching the course, one who usually teaches or coordinates the course when a student inquires about a pre-requisite waiver. The faculty member reviews the student’s relevant background, such as previous course history, transcripts, or work experience and makes a recommendation about the pre-requisite waiver to the advisor who will assist with registration. In cases of established precedent, the advisor may process the waiver without the need to consult.

For graduate students, decisions to waive or substitute program requirements are made in consultation with the graduate advisor, student’s supervisor, the School director and the Faculty of Graduate Studies.

**Process**

Undergraduate or graduate advisors in each School are responsible for completing and documenting requests for a substitution or waiver. Copies of all substitutions and waivers are kept in the student’s file in the School.

Each school and IGOV are responsible for advising students and faculty in writing of the process used for granting waivers and substitutions.

**Procedures**

Dean’s waiver forms will come from the schools for HSD Associate Dean Academic signature.

1. Have HSD Associate Dean Academic sign the form
2. Photocopy
3. Send original to Anna G. in Undergraduate Records
4. File copy in Dale’s cabinet

Once a year (Fall):

5. Communicate with Anna G. regarding the Dean’s Waivers.
6. Plan a meeting with Anna G. to discuss any discrepancies between your info and her info regarding the Dean’s Waivers. This occurs prior to the Associate Dean attending a meeting re: Dean’s Waivers.
7. Collect any necessary information and prep for Associate Dean to attend meeting regarding the Dean’s Waivers.