



Requirement Waiver/Substitution Form

QC Hub
Dining Hall, Room 128
support.qc.cuny.edu

Date ___/___/___

Instructions

This form should be used when an academic department agrees to waive or substitute requirements for students. While this form can be completed at any time during the academic year, it should be filled out as early as possible as these **waivers/substitutions may affect financial aid for undergraduate students**. When complete, this form should be sent directly to the QC Hub through support.qc.cuny.edu. Forms handed to students for delivery will be rejected. The QC Hub reserves the right to send back any incomplete forms for correction.

Student Information

Full Name (Last, First): _____ EMPL ID: _____
Undergraduate Graduate

Waiver for Primary College Competencies

Check One: English Math Foreign Language* Physical Education

Justifications: _____

Major/Minor Requirement Substitution

Check one and specify name of program:
Major/Concentration: _____ Minor: _____

Original Requirement	Course Substitution	Reason

Departmental Approval

*Note: Foreign Language waivers must be submitted to the Dean of Arts & Humanities for final approval.

Approved by: _____
Chair or Designated Faculty Signature *Dean of Arts & Humanities Signature (Required for Foreign Language Waiver only.)

Name: _____ Department: _____ Email: _____

Office Use Only

Original Form Received on: ___/___/___
Original Form Reviewed on: ___/___/___
Original Form Reviewed by: _____