

Instructions for: **Course Substitutions & Course Waivers**

The School of Applied Technology will be utilizing a new process for course substitutions and course waivers. Courses that are being substituted or waived must have the attached form (Substitution or Waiver Request) completed and submitted to SAT Student Records Department –South City Campus, room 1-138 prior to the actual course registration.

The steps listed below need to be followed.

- 1. Course Substitutions:** When substituting a course, complete the [Course Substitution or Waiver form](#); include all of the signatures required on the form. This process needs to take place before registering the student into the new course. **Students who are receiving Pell must check with the Financial Aid office for additional information regarding the Pell grant.** **Notice:** Program completion dates will change if the course substitution hours are different.
- 2. Course Waivers:** All course waivers should be submitted when possible prior to starting the program, by completing the [Course Substitution or Waiver form](#). **Students who are receiving Pell will have money reduced from their grant or they will need to pay back for the course that is being waived. Students with Pell should check with the Financial Aid office prior to any course being waived.**

You will also be able to find the form on the SAT web page. Click on the link listed under “forms”.