OFFICE OF THE VICE PROVOST FOR UNDERGRADUATE EDUCATION
GENERAL EDUCATION SUBSTITUTION AND/OR WAIVER REQUEST

INSTRUCTIONS: Complete a form for each course review request and submit it to the Office of the Vice Provost for Undergraduate Education in Lecture Center 30. You will be notified about the status of your request within three weeks when classes are in session. Since a response to this review will be made by email, please be sure that contact information is legible. If you are making a registration decision based on the outcome of this request, assume that your request for a substitution or waiver is NOT granted pending a response.

Contact Information

Student Name _________________________________________ ID # __________________
Email Address __________________________________________ Phone # __________________ Date _____________

Major/Minor __________________________ Matriculation Date: Fall ____ Spring ____ Summer ____ Year ____
Transfer Student? Yes ____ No ____ Current Class: Senior ____ Junior ____ Sophomore ____ Freshman ____
Request Initiated by: Student ____ Advisor ____ Advisor’s Department __________________________
This request is for a: UAlbany course ____ Transfer Institution course ____ Study Abroad course ____
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Select relevant General Education Program category/categories:
__ Arts ____ Mathematics¹ __ Challenges for the 21st Century
__ Humanities ____ Foreign Language² __ Information Literacy
__ Natural Sciences ____ U.S. History³ __ Written Discourse
__ Social Sciences ____ International Perspectives

For the characteristics of courses that meet each General Education category, see the online version of the current Undergraduate Bulletin, available at http://www.albany.edu/undergraduate_bulletin/.

¹Students with 85 or higher in NYS Regents Math Exams are eligible for a waiver (see p. 2 of this form).
²Students with 85 or higher in NYS Regents Language Exams are eligible for a waiver. Other evidence of language proficiency may be provided. In addition, students with language related disabilities may be eligible for course substitutions (see p. 2 of this form).
³A score of 85 or higher in NYS Regents U.S. History Exams allows for a broader course choice to meet this requirement (see p. 2 of this form).

For a UALBANY course:

Catalog # _________ Class # (section) ______ Title ______________________________________________
Semester/Year Completed ____________ Instructor ______________________________________________

Note: You must attach a syllabus
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For a TRANSFER course:

Catalog # _________ Course Title ______________________________________________________________
Semester/Year Completed ______ Transfer Institution __________________________ UAlbany course equivalent on audit ______

Note: If the course you wish to have evaluated is a transfer course from another institution or from a Study Abroad Program, you must attach a course description; a syllabus would be helpful and may ultimately be required after an initial review of this request. Students should also note that if a transfer course from a SUNY state-operated campus or SUNY community college fulfilled a statewide General Education category at that institution, UAlbany will consider the category met on this campus. This office will verify the information.

Explain any relevant additional information about why you believe this course meets the category indicated:
See page 2 of this form for additional information about substitutions and waivers.
Additional Types of Waivers or Substitutions for General Education Requirements

Math:
Students with 85 or higher on the NYS Regents “Math B” (former Mathematics Course III”) Exam are eligible for a waiver of the Mathematics and Statistics requirement.

If you began as a freshman or a transfer* at UAlbany and you are certain your Admissions Application record contains your final high school transcript, please check the following in order to initiate a review of your records by this office:

• I scored 85 or better on my NYS Regents in Math _____

History:
Students with 85 or higher on the NYS Regents U.S. History Exams are not permitted a waiver of the requirement but they can select from an expanded list of courses to meet this requirement. To search for courses meeting individual requirements, go to the “Gened Course Lookup” at http://www.albany.edu/gened/ Courses from the expanded list are indicated “CH-USHIS2” and CH-USHIS1.” All others for U.S. History are indicated only as “CH-USHIS1.”

If you began as a freshman or a transfer* at UAlbany and you are certain your Admissions Application record contains your final high school transcript, please check the following in order to initiate a review of your records by this office:

• I scored 85 or better on my NYS Regents in U.S. History _____

Foreign Language:

Regents Waivers:
Students with 85 or higher on the NYS Regents “Checkpoint B” Exam or who complete three or more years of a foreign language in high school with a course grade in the third year of 85, or B, or better are eligible for a waiver of the Foreign Language requirement.

If you began as a freshman or a transfer* at UAlbany and you are certain your Admissions Application record contains your final high school transcript, please check the following that apply in order to initiate a review of your records by this office:

• I scored 85 or better on my NYS Regents in Foreign Language ____ (What language?) _________________________
• I completed the third year of a language at 85 or better ____ (What language?) _________________________
• I entered UAlbany as a Freshman ____ Transfer ____ in: Fall ____ Spring ____ Summer ____ Year ______

Other Language Proficiency Waivers:
Students may be eligible for a language waiver by demonstrating basic proficiency in a second language, as follows:

• Students whose native language is other than English and who can document that they graduated high school in their native country;
• Students who successfully complete college level proficiency exams equivalent to at least one college semester of foreign language, e.g., CLEP or DANTES exams;
• Students who satisfactorily complete at least one college semester in a study abroad program where English is not the primary language of instruction;
• Students who are proficient in Spanish or French and earn passing scores on CAPE tests administered through the Advisement Services Center, LI 36, 442-3960;
• Students who earn a score of 530 or better on an SAT II Subject Test in a foreign language;
• Students who are assessed by faculty members in a designated language and who demonstrate language competency.

The Office of the Vice Provost will provide students referrals to appropriate faculty members for assessment.

Course Substitutions for Students with Language Related Disabilities:
If documentation provided to the Disability Resource Center supports the academic modification of the foreign language requirement with course substitutions, please provide contact information on page 1 of this form and attach a letter of support from Carolyn Malloch, Assistant Director, Disability Resource Center, Campus Center 137, (518) 442-5490.

* Note: If you entered UAlbany as a transfer student, you may not have been required to submit high school transcripts. If your high school transcript was not in your admissions file, you should contact your former high school and have them send a copy of your transcript to: General Education Program; Office of the Vice Provost for Undergraduate Education – Lecture Center 30; 1400 Washington Avenue; Albany NY 12222 [518 442-3950 Fax: 442-4959].
Approve for student _____ Approve permanently _____ Pending _____ Denied _____
Student notified _____ Student record corrected _____ Database updated _____
Refer to department for proposal process _____ Comments: