



Registrar's Office  
 San Francisco State University  
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 San Francisco, CA 94132  
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## Undergraduate Major or Minor Course Substitution / Waiver Form

SF State ID	Name	Email
Major	Minor	Bulletin/Catalog Year

1. **A separate form is needed for each major or minor department.**
2. Complete Parts I through III. **Incomplete forms will not be accepted for processing.**
3. Submit the form to the Registrar's Office One Stop window located in SSB 101.
4. If the substituted course is deficient in required units for the requirement line, please check the last column entitled **"Waive Deficient Units"** if you also approve of waiving the unit deficiency.

### Part I: Course Substitution

If the course was completed at another institution, please indicate the institution, exact course prefix, course number, and course units in the space provided.

Course or Requirement Area			Substituted Course			
[Course Requirement]	Institution	Units	Course	Institution	Units	Waive Deficient Units

### Part II: Recommended Articulation

List any transfer courses in Part I recommended for permanent articulation. Include course documentation for the transfer course such as a syllabus or official course outline. **Route to department chair for approval before submitting to Registrar.**

Course	Institution	Term Taken

### Part III: Approval Signature

<b>Advisor Signature:</b>	<input style="width: 95%;" type="text"/>
<b>Print Name:</b>	<input style="width: 95%;" type="text"/>
<b>Department Chair Signature:</b>	<input style="width: 95%;" type="text"/>
<b>Print Name:</b>	<input style="width: 95%;" type="text"/>