Mills College
M Center – Academic Records
MAP Waivers & Substitutions Form

Student Name: _____ Mills ID: _____
Last First M.I.

Instructions:

1. To substitute a course, list the required course and the substitution courses in the appropriate columns.
2. To waive a course list the required course and enter a "W" under the column marked "Waive." Although courses may be waived, students must still meet the overall credit requirement for the degree, major and minor.
3. If the corrections or substitutions result in a change to the student's graduation date, fill out Section II of the form as well. You may wish to keep a copy of this form for your records. You may access your advisees' MAP via myMills.
4. Return this form to the M Center.

SECTION I: For Advisors – Transfer Credit/Course Substitutions/Waivers

Use this area to list course substitutions you are approving for this student. It is not necessary to list transfer courses that have previously been approved on the Declaration of Major/Minor form.

Mills Required Major Course			**WAIVE**	**Course Substitutions**		
Subj	No.	Title	**Enter "W"**	Subj	No.	Title
PSYC	**049**	**Fund. of Psychology**		**PSY**	**100**	**Intro to Psychology – Laney**

Advisor: _____ _____ Date: _____
print name signature

SECTION II: For Students – Change of Graduation Date

After meeting with my advisor we have developed an academic plan. Based upon this plan, I am changing my graduation date to ❑ Fall ❑ Spring 20 _____

1. I am aware that if I receive financial aid, I must meet with a Financial Aid Counselor to determine the repercussions of changing my graduation date.
2. It is my responsibility, as the student, to notify the M Center of any further changes to my expected graduation date.

Student Signature: _____ Date: _____

M Center Use Only

- ❒ SHADEGR _____ initials
- ❒ SGASTDN _____initials