



## **State Council of Higher Education Passport and Uniform Certificate of General Studies (UCGS) Waiver Request Form**

**(Updated April 30, 2025)**

Code of Virginia [§ 23.1-907\(C\)](#) allows institutions to seek a waiver “...from the Council from accepting the transfer of a UCGS Program or Passport Program course to satisfy the requirements for the completion of a specific pathway or degree.” Any such waiver must be approved by SCHEV and shall not apply across the board to all programs or pathways, i.e. each waiver request must be tailored to a specific program or pathway. Please note, waivers for exclusion from the Passport or UCGS in its entirety will not be granted. The [Virginia Public Higher Education Policy on Passport and Uniform Certificate of General Studies Programs](#) outlines applicability, elements, and the submission process for institutions seeking a Passport or UCGS course waiver.

Institutions seeking a Passport or UCGS course waiver must complete the form below. Completed forms are submitted to Dr. Paul Smith, Senior Associate for Student Mobility Policy and Research, via email at [paulsmith@schev.edu](mailto:paulsmith@schev.edu).

- 1) Name of Institution:
  
- 2) Institutional Contact and Title:
  
- 3) Bachelor's degree program for which waiver is being requested (one submission required for each degree program seeking a waiver):
  
- 4) For each course, explain the reason(s) for the waiver request. The description shall specify the general education requirement towards which the "waived" course does not count. The reason(s) offered should be phrased in terms of student success and should include an explanation of why the waived course is not accepted toward general education for students in the specified program(s) or pathway(s).

Passport/UCGS Course	Alternate Course	Reason for Waiver