



PROGRAM COURSE SUBSTITUTION/WAIVER FORM
(Not to be used for General Education/CORE requirements)

STUDENT NAME: \_\_\_\_\_

Student ID: \_\_\_\_\_

Major: \_\_\_\_\_

Minor: \_\_\_\_\_

Certificate: \_\_\_\_\_

Concentration: \_\_\_\_\_

Substitution checkbox

SUBSTITUTION

Waiver checkbox

WAIVER

Course Requirement Course Requirement

Substitute Course Substitute Course

-> Substitution requests: please provide course description.

Course to be Waived Course to be Waived

Justification Justification

-> Waiver requests: please include justifying documentation.

Course Requirement Category: Program Requirement: \_\_\_ Elective: \_\_\_

Request: I am requesting a course substitution and/or waiver. I understand the waiver does not grant any college credit and if approved, will only satisfy subject matter. Return completed form to the Office of the Registrar.

Justification

Please attach a rationale for your request. You should also attach any additional information which may support your request (i.e., a detailed description of knowledge/skills that have been obtained through other courses or life experience, catalog description(s), course outline(s), test(s), term paper(s), letter of explanation from course instructor(s), letter of support from employer(s), etc...

Signatures (must be obtained in order):

(check one)

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Advisor: \_\_\_\_\_

Date: \_\_\_\_\_

Informed

Dept. Chair for course to be substituted or waived: \_\_\_\_\_

Date: \_\_\_\_\_

Approved

Denied

Dean of student's major: \_\_\_\_\_

Date: \_\_\_\_\_

Approved

Denied

Dean of course to be substituted or waived: \_\_\_\_\_

Date: \_\_\_\_\_

Approved

Denied

If signatories are not in agreement, the Provost must sign.

Provost: \_\_\_\_\_

Date: \_\_\_\_\_

Approved

Denied

Reason for Denial (Notes/Comments):

Three horizontal lines for notes/comments