

Undergraduate Course Substitution or Waiver

Date: _____

Name: _____

Student ID: _____

Major: _____

Minor: _____

Teaching Field(s) _____

Catalog Year: _____

If you have applied for Graduation, enter date: May 20____ August 20____ December 20____

A justification for the substitution or waiver must be written for each request. A separate form must be used for each substitution except when the additional required course is under the same Department Chair.

NOTE: If you are using a substitution or waiver to satisfy a degree requirement, you may need to take additional credit hours to meet the minimum total hours required for a degree (Bachelors – 120 hours).

REQUIRED COURSE

COURSE TO BE USED AS SUBSTITUTE

(Write "waiver" if appropriate)

(Include Subject Code and Course Number)

(Include Subject Code and Course Number)

APPROVALS:

Academic Advisor

Date

Department Chair (of Required Course)

Date