Undergraduate Course Substitution Waiver

A course substitution may be made if the appropriate course content is provided. A course description must be attached if a transfer course from another institution is substituted. The course substitution must be indicated on the student's degree audit.

Student Name: __________________________________________________________

ID No.: ____________________________ Major: ______________________________________________________________________

Substitution of Required Course

Required Course

Subject: ____________________________ Course Number: ______________________

Substitution Course

Subject: ____________________________ Course Number: ______________________

Comments: ___________________________________________________________________________________________

Advisor: ____________________________ Date: ______________________

Accepted  □  Denied □

Department Chair*: ____________________________ Date: ______________________

Accepted  □  Denied □

Registrar: ____________________________ Date: ______________________

Accepted  □  Denied □

*Signature of Department Chair for department of intended transfer course is required. For example, if substituting a history course, the Humanities Department Chair must sign this form.

If there is a conflict and the Department Chair does not approve, the Provost's signature is required.

Provost: ____________________________ Date: ______________________

Accepted  □  Denied □

This form should be returned to the Registrar’s Office
Updated: 4/5/13