

# 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)

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## APPROVALS:

\_\_\_\_\_  
Academic Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair (of Required Course)

\_\_\_\_\_  
Date