Course Substitution and Waiver Form

Instructions:
1. Complete and submit all required paperwork to the Registrar’s Office.
2. The Dean of Instruction makes final approval.

Note: to avoid abuse of the process, course waivers will only be granted under special, extraordinary circumstances and must be documented in requested documentation.

Name: __________________________ ID: ___________ Major: ________________

COURSE SUBSTITUTION

Course Title: __________________________________________________________

Course Number: _________ Course Credits: ____ Semester of Registration: □ Fall □ Spring

Is this course from another institution? □ No □ Yes: _________________________

If yes, please make sure the Registrar’s Office has an official transcript.

If no, please identify the reason you want to use this course as a course substitute:

________________________________________________________________________

________________________________________________________________________

Substitute of Course Title: _____________________________________________

Course Number: ______________ Course Credits: ____ Signature: ______________________

AND/OR

COURSE and PRE-REQUISITE WAIVER

Course Title: __________________________________________________________

Course Number: _________ Course Credits: ____ Signature: _______________________

Did you test you out of this course or demonstrate sufficient competence in this area? □ No □ Yes

Does this course have a pre-requisite? □ No □ Yes

If yes, Course Title: ___________________________________________ Course Number: ___________

If you answered yes to either of the questions above, please have the Instructor explain below the reason the course is being waived:

________________________________________________________________________

________________________________________________________________________

Instructor Signature: _______________________________________________________

FOR OFFICE USE ONLY:

Registrar Signature: ___________________________ Date: __________________

Approved □ Denied □ VP of Instruction Signature: __________________________ Date: __________