

RECOMMENDATION FOR COURSE SUBSTITUTION OR WAIVER

*Minimum hours required for graduation must be met even though a course is substituted or waived.

INSTRUCTIONS: This form is to be completed by the student's major/minor department chair. The chair's review is final for **major or minor courses**, subject to review by the Registrar's Office. For **general education**, both the advisor and major chair recommend, but the final approval is granted by the Registrar.

Department Name _____

Student's Name _____ Student's ID _____

Recommendation for substitution/waiver is requested for a course in (select one of the following):

_____ Student's major (indicate major) _____

_____ Student's minor (indicate minor) _____

_____ General Education _____

Required Course Number & Title Being Substituted (by Course in Column 3) – must indicate a specific course	Recommended Substitute Course (Number/Title of Course Taken to Substitute for the Required Course in Column 1).....Place a checkmark if waiving a requirement	Session/Year Taken or Indicate if a Transfer Course (substitutions only)

Reason for requesting the substitution or waiver _____

APPROVALS

Advisor _____ Date _____

Major Department Chair _____ Date _____

If approval is for a major course only, major department chair forwards completed form to the Registrar's Office where it will be recorded on the student's degree audit and filed in the student's official folder.

If approval is for general education, Registrar's signature is required.

Registrar's Signature _____ Date _____

Registrar's signature required only for general education courses.