

Degree Audit Substitution / Waiver Request
(Departmental/College Curricular Adjustments)

A **course waiver** is used when it is determined that a student does not have to take a particular required course. The waiver carries no credit; it simply means that the student does not have to complete the course.

A **course substitution** is used when it is determined that a particular required course could be replaced by another appropriate course.

Note: Changes to university requirements must be submitted to the Academic Petitions Committee.

Student's Name: _____ ID: _____

Email: _____ Phone: _____

is allowed to substitute/waive the following course(s) for the following (list only the program to be applied to):

Degree _____ Major _____ Minor _____ Catalog Year _____

_____ To be **WAIVED** (course subject, number, title and number of credits):

To be **SUBSTITUTED** (course subject, number, title and number of credits):

Required Course:

Substituted Course:

The following college and/or departmental requirements have been adjusted (e.g., minimum course grade, minimum program GPA; please describe completely):

Approved by:

Academic Advisor: _____ Date: _____

Departmental Administrator: _____ Date: _____

Associate Dean (if required by college): _____ Date: _____