

This form is to be completed when, due to extenuating circumstances, a course or courses cannot be taken to complete a major and/or a degree requirement. The substitution/waiver can be initiated by the student, the Academic Advisor, the Registrar or the Associate Registrar. In all cases, a course being substituted/waived will have another course used as a substitute. The substituted course will be used in the total number of hours needed for graduation.

Name \_\_\_\_\_

ID Number \_\_\_\_\_

- Freshman
- Sophomore
- Junior
- Senior
- Certification Student

The following course(s) is/are to be substituted in order to meet the graduation requirements for a major in \_\_\_\_\_ .

**Substitute** \_\_\_\_\_ **for** \_\_\_\_\_  
Course #                      Course Title                      Course #                      Course Title

**Substitute** \_\_\_\_\_ **for** \_\_\_\_\_  
Course #                      Course Title                      Course #                      Course Title

**Substitute** \_\_\_\_\_ **for** \_\_\_\_\_  
Course #                      Course Title                      Course #                      Course Title

**Substitute** \_\_\_\_\_ **for** \_\_\_\_\_  
Course #                      Course Title                      Course #                      Course Title

**Substitute** \_\_\_\_\_ **for** \_\_\_\_\_  
Course #                      Course Title                      Course #                      Course Title

**Academic Advisor** \_\_\_\_\_  
Signature

**Date** \_\_\_\_\_

**Division Chair (Major)** \_\_\_\_\_  
Signature

**Date** \_\_\_\_\_

**Provost** \_\_\_\_\_  
Signature

**Date** \_\_\_\_\_