



Degree Requirement Substitution/Waiver Form

Office of the Registrar

November 2011

ATTENTION: If you want to type into the form, download it in Adobe Reader. Once filled out, save to your desktop as a new name. OR print the form and complete by hand.

Purpose Use this form to request approval for making a change to degree requirements. For transfer credit, use the form entitled "Transfer Credit Evaluation." For Liberal Arts waiver or substitutions: Contact the Liberal Arts Office.

For major and non-major courses: This form is generated by or taken to student's major Department Head for approval.

For Foundation Studies substitutions: Take this form to the Dean of Foundation Studies for approval.

Student Info

Name	I.D.#
Major	Degree (e.g. BFA, MFA)

Substitutions

Replace one class with another.

In the lefthand box, enter degree requirement to be replaced.
 In the righthand box, enter courses that will substitute for the degree requirement.

Sample:

Course Number	Title	# of Credits	Course Number(s)	Title	# of Credits
ARCH-800G	Building Utopia	6	ARCH-700 LDAR-700	Design Build Community Landscape	3 3

Replace this:

With this:

(1)	Course Number(s)	Title	# of Credits	Course Number(s)	Title	# of Credits
(2)	Course Number(s)	Title	# of Credits	Course Number(s)	Title	# of Credits
(3)	Course Number(s)	Title	# of Credits	Course Number(s)	Title	# of Credits
(4)	Course Number(s)	Title	# of Credits	Course Number(s)	Title	# of Credits

Waiver

A waiver does not reduce the total number of credits required for graduation.

Course Number:	Course Title:
1. _____	_____
2. _____	_____

Approval

Please print, sign this form and forward to the Registrar's Office.

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Major Department Head or Foundation Studies Dean Signature

Date