



# COURSE SUBSTITUTION/WAIVER

One Form Per Division

**Student Information**

Student Name: \_\_\_\_\_  
*Last First M.I. Student ID #*

Address: \_\_\_\_\_  
*Street Address Apt. #*

\_\_\_\_\_ *City State Zip Phone*

Program/Major goal: \_\_\_\_\_  
*Program/Major goal*

**PLEASE INCLUDE A COURSE SYLLABUS FOR EACH COURSE LISTED**

<u>COURSE REQUIRED</u>		<u>SUBSTITUTION/WAIVER</u>		
<i>Course</i>	<i>Credit</i>	<i>Course/Experience</i>	<i>Coll.</i>	<i>Credit</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Comments: \_\_\_\_\_

**Faculty Signatures**

Faculty Advisor/Evaluator:

Date:

Division Dean:

Date:

Approved:  Not Approved:  (If not approved, explain below)

\_\_\_\_\_  
 \_\_\_\_\_

**Student:** Complete and save/print the Course Substitution/Waiver form. Take to Faculty Advisor/ Evaluator along with a copy of the course syllabus for each course listed.

# Instructions for Completing the Course Substitution/Waiver Form

## Student:

1. Complete and save/print the Course Substitution/Waiver form.
2. Take to Faculty Advisor/Evaluator along with a copy of the course syllabus for each course listed.

## Faculty Advisor/Evaluator:

1. Faculty Advisor/Evaluator makes decision regarding substitution or waiver.
2. Faculty Advisor/Evaluator signs and dates the form and forwards to the Division Dean
3. Division Dean makes decision and signs approving or if disapproving includes explanation.
4. Division office can scan document with signatures and send by email to Credentials Evaluator for Graduation OR send original signed document to Credentials Evaluator for Graduation via campus mail.
5. Division office should keep copy or scanned copy for files
6. Copy should be provided to student by appropriate division.