

College of Health and Human Services
PETITION FOR COURSE SUBSTITUTION OR COURSE WAIVER

LAST NAME _____ First Name _____

Banner ID _____ Phone _____

Major _____

Required Course Title(s) and Numbers

Example: CHEM 101

Substitute Course Title(s) and numbers *(as it appears on the student transcript)*

Example: CHEM 111

Provide a RATIONALE in the space below explaining why the course(s) should be substituted or waived. *If a course is waived, you must meet the 120 credit requirement for the major, as well as Liberal Studies requirements for graduation. It may be necessary to take another course to replace the credits waived.*

Approvals:

	Substitution Approved	Waiver Approved	Denied
_____ Advisor			
_____ Chairperson			
_____ Dean's Associate			

Revised June 2020

Once approved, the student and advisor will receive an email message, and the substitution/waiver will be added to the student's Degree Works record.