



## Course Substitution or Waiver Request Form

### OFFICE OF REGISTRATION AND RECORDS

To be completed by the student in consultation with a Student Success Advisor or Faculty Advisor.

**Submit the completed form to the Office of Registration and Records.**

I, Student Name (Print) \_\_\_\_\_, request approval to make the following exceptions to my program requirements.

Verify your identity:

SAU ID# or last 4 of SSN \_\_\_\_\_ Date of Birth Month \_\_\_\_\_ Day \_\_\_\_\_

## Course Substitution

You **took or are registered to take** a course that will take the place of a required course.

What is the course you took/are taking that is substituting for the required course?

- a. Prefix and code (e.g. BIB218) \_\_\_\_\_
- b. Semester/yr. you took/are taking the course  
☐ Fall ☐ Interim (Main Campus Only) ☐ Spring ☐ Summer (Main Campus Only)

Year taken: \_\_\_\_\_

- c. What is the required course being substituted? Prefix and code \_\_\_\_\_

**Explain the reason** this substitution is necessary.

Department chair/dean (print) \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_

## Course/Requirement Waiver Request

*Waivers are considered **only** when substitution options are not available.*

Course/requirement you want to waive: Course Prefix and code (e.g. BIB218) \_\_\_\_\_ or what is the requirement if not a course? \_\_\_\_\_

Explain why this requirement should be waived.

***NOTE: Waived courses do not add credit hours to your total hours. You will likely need to take a different course to replace the credit hours waived if this petition is approved.***

Department chair/dean (print) \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_

Registrar Initials \_\_\_\_\_ Date \_\_\_\_\_