

**INSTRUCTIONS**

1. Note that courses substituted or waived on this form do not fulfill future prerequisite requirements.
2. Complete all of the student information.
3. Complete all information in the appropriate section for submission.
4. Obtain the necessary signature. **The form will not be processed without the necessary signature.**
5. Submit completed form to the Registrar's Office.



**NOTE:** Courses substituted or waived on this form **WILL NOT** fulfill future prerequisite requirements!

Office Stamp

**STUDENT INFORMATION:**

Name: \_\_\_\_\_ T-Number: \_\_\_\_\_  
Last First MI (or SSN if you do not know your Student ID#)

**DEGREE WORKS SUBSTITUTION**

Course Taken	<i>fulfills</i>	Graduation Requirement
_____	⇨	_____
_____	⇨	_____
_____	⇨	_____
_____	⇨	_____
_____	⇨	_____

**GRADUATION REQUIREMENT WAIVER**

Waived Requirement	Reason
_____	_____
_____	_____
_____	_____
_____	_____

**APPROVAL**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Department Chair Signature (of the Major or Minor)*  
*(Dean's signature may be required if waiving certain requirements.)*

**OFFICE USE ONLY**