



PETITION FOR COURSE SUBSTITUTION / EXEMPTION / WAIVER

Instructions: Please consult your academic adviser when preparing this form. After this form has been reviewed and signed by your academic adviser, it will need to be reviewed and signed by the appropriate Academic Dean and the Vice Chancellor for Academic Affairs. You will be notified via email when your petition has been reviewed by Academic Affairs and this petition will be forwarded to the Registrar.

Student Name _____ Student ID _____

Major _____

Mailing Address _____ Phone _____

Course Substitution Type Choose One:

General Education Requirement

Major/Option Requirement

Substitute _____ for _____ (course)

_____ for _____ (course)

_____ for _____ (course)

Petition Explanation

Student Signature _____ Date _____

FOR ACADEMIC ADVISER, DEPARTMENT/PROGRAM, AND COLLEGE USE ONLY

Academic Advisor Comments

Recommend _____ Do Not Recommend _____ Date _____

Director for Student Success Signature _____

Dean's Comments

Approve _____ Do Not Approve _____ Date _____

Academic Dean Signature _____

Vice Chancellor for Academic Affairs _____