



**REQUEST FOR SUBSTITUTION/WAIVER  
OF GRADUATION REQUIREMENTS**

Name: \_\_\_\_\_ ID# \_\_\_\_\_

Address:

\_\_\_\_\_ Number and street \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

Local Telephone No.: \_\_\_\_\_ Proposed date of Graduation \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Has graduation evaluation been completed in the Office of the Registrar? Yes \_\_\_\_\_ No \_\_\_\_\_

I hereby petition for the substitution/waiver of \_\_\_\_\_

\_\_\_\_\_

Please explain briefly the reasons for this request (attach extra sheets if necessary):

DATE: \_\_\_\_\_ STUDENT SIGNATURE \_\_\_\_\_

After the dept. chair has approved your substitution of waiver submit this form to the Dean of your respective school or college.

If this is a course substitution does it apply for this student  or all students ?

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

\_\_\_\_\_ Department Chair (**sign and print your name**) \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

\_\_\_\_\_ Academic Dean \_\_\_\_\_ Date \_\_\_\_\_