

Form to Request Substitution or Waiver for an Academic Requirement

INSTRUCTIONS: To avoid prerequisite issues or a delay in graduation, this form should be submitted as early as possible. This form is to request a change to the curriculum requirement of an individual student and approval is not guaranteed. Denied requests will be returned to the academic advisor. Approved requests will be processed with the Records Office. **Note: If an approved substitution is a West Virginia University at Parkersburg course, the approved substitution will then be added to the academic map for all students within the same major/same catalog year.**

Student Name: _____ WVUPID: _____

Degree (circle each level this request applies to): **Certificate** **Associate** **Bachelor**

Major: _____ Concentration: _____

Catalog Year: _____ Date of Request: _____

<u>Course Requirement</u> <i>Subject/Number</i> <small>(Example: ECON 331)</small>	<u>Credit Hours</u>	<u>Substituted Course</u> <i>Subject/Number</i> <small>(Example: ECON 320)</small>	<u>Course Title of Substituted Course</u> <small>(Ex: Managerial Economics)</small>	<u>Institution Where Taken?</u>	<u>Credit Hours</u>

Detailed justification is required. Please include whether this change request is for General Education, Program-related, and if this is a ONE-TIME request or is for all students within the major and catalog listed above.

Rationale for each request: _____

Attach supporting documentation (such as a catalog description or syllabus), if requesting that a transfer course be used to fulfill a course requirement.

Academic Advisor Signature: _____ Date: _____

Course – Academic Dean Signature: _____ Date: _____

Program – Academic Dean Signature: _____ Date: _____

Vice President Signature: _____ Date: _____

Records Office processing completion: _____ Date: _____