

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 WVU Parkersburg course (and not marked as a ONE-TIME request), the approved substitution will then be added to MyDegree requirements for all students within the same major/same catalog year.*

Student Name: _____ **WVUPID:** _____

Degree (circle only levels this request applies to): **Certificate** **Associate** **Bachelor**

Major: _____ **Concentration:** _____

Catalog Year: _____ **Date of Request:** _____

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

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

Rationale for each request: _____

NOTE: 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:** _____