

NORTHWESTERN OKLAHOMA STATE UNIVERSITY
REQUEST FOR UNDERGRADUATE COURSE SUBSTITUTION OR WAIVER

**** To be completed by the student****

Today's Date _____

Name (first, **maiden**/middle, last) _____ Student # _____

Address _____

E-mail _____ Major: _____ Minor: _____ Advisor _____

Phone # _____ Cell # _____

Check all that apply:

- Pre-approval (expires one year from date of approval) Approval for course already taken I am in the Teacher Education Program Gen Ed Substitution Major Requirement Substitution Minor Requirement Substitution
- Professional Education Requirement Substitution

COURSE COMPLETED (Dept., Course #, Course Title)	NWOSU REQUIREMENT/AREA (Dept., Course #, Course Title)

RATIONALE FOR SUBSTITUTION (OFFICIAL USE ONLY)

Students should attach the following:

- *Transcript with course(s) highlighted
- *Current Graduation check sheet
- Description from University Catalog of Northwestern's required course and/or requirement
- Description from the University Catalog of the COURSE(S) COMPLETED
- Verification of work completed (if requesting waiver of a course)
- Course syllabus, if needed, for each course

****Only one transcript and check sheet are needed if you are sending multiple requests at the same time***

Students should then send form and materials to:

Director of Teacher Education (Teacher Education majors only) **OR**
 The chair of the department/division over your major area of study (All other majors)

Note: All materials should be sent via campus mail, US Mail, or electronically. Do not send materials by fax.

***** Official Use Only *****

The student named above will be permitted to substitute as requested.

_____ Approve/Denied+ _____
 Department/Division Chair (from major area) Date

_____ Approve/Denied+ _____
 Department/Division Chair (if applicable) Date

_____ Approve/ Denied + _____
 Director of Teacher Education (Teacher Education majors only) Date

_____ Approve/ Denied + _____
 Dean of Faculty (from major area) Date

_____ Approve/ Denied + _____
 Chief Academic Officer Date

+Circle one, then
 Write RATIONALE above

Note: The Chief Academic Officer will forward the form to the Registrar. The Registrar will notify the student by letter of the approval. It is suggested that the student retain a copy for your personal files.