

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

****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.

Department/Division Chair (from major area)	Approve/Denied+	Date
Department/Division Chair (if applicable)	Approve/Denied+	Date
Director of Teacher Education (Teacher Education majors only)	Approve/ Denied +	Date
Dean of Faculty (from major area)	Approve/ Denied +	Date
Chief Academic Officer	Approve/ Denied +	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.