



REQUEST FOR UNDERGRADUATE COURSE SUBSTITUTION/WAIVER

Student Name: _____ CU ID#: _____ Email Address: _____

Major: _____ Minor: _____ Advisor: _____ Date Submitted: _____

Request type: ☐ General Education course¹ ☐ Major course² ☐ Minor course² ☐ Option/concentration course²
 ☐ Certificate course² ☐ Developmental course³ ☐ University (UNIV) course⁴ ☐ Computer literacy requirement¹

Transfer or Replacement Course(s) (One department/subject per form)						
Prefix	Number	Title	Cr. Hrs.	Grade	Institution	Sem/Yr Taken

Cameron Course or Requirement			
Prefix	Number	Title	Cr. Hrs.

Reason for submission:

		<input type="checkbox"/> Approved	<input type="checkbox"/> Substitution
Department Chair/Associate VPAA/Director Signature	Date Signed	<input type="checkbox"/> Denied	<input type="checkbox"/> Waiver
		<input type="checkbox"/> Approved	<input type="checkbox"/> Substitution
Dean Signature	Date Signed	<input type="checkbox"/> Denied	<input type="checkbox"/> Waiver
		<input type="checkbox"/> Approved	<input type="checkbox"/> Substitution
VPAA (or Designee) Signature	Date Signed	<input type="checkbox"/> Denied	<input type="checkbox"/> Waiver
Reviewer(s) Comments:			

¹Gen Ed and computer literacy requests must be approved by the VPAA (or Designee). ²Major/minor/option/and certificate course requests must be approved by Dept Chair and Dean of School responsible for major/minor/option/certificate. ³Developmental course requests must be approved by Dept Chair, Dean of School responsible for course, and VPAA (or Designee). ⁴University (UNIV) course requests must be approved by Associate VPAA and VPAA (or Designee).

Substitution/waiver is official only after this completed and signed form is received in the Registrar's Office.

Office Use Only: Date Logged _____ Initials _____ Date Student Notified _____ Initials _____ DGW Exception Date _____ Initials _____
Course Attributes: ☐ GEND ☐ GELS ☐ HUMA ☐ HUMD ☐ LIBA ☐ UGUD ☐ CAPS