Registration and Records
Notification of Exception/Substitution

☐ Course Substitution ☐ Course Waiver ☐ Other __________________________

1. Student Information

   Student Name: ___________________________  Student ID #: __________________
   Exception/Substitution Applies to Students ☐ Major ☐ Minor

2. The following EXCEPTION/SUBSTITUTION has been granted to the above student

3. Background and circumstance relevant to approval (be specific):

   Student’s Signature: ___________________________________ Date: ____________
   Advisor’s Signature: ___________________________________ Date: ____________

☐ Petition Approved ☐ Petition Approved with Conditions ☐ Petition Denied

Conditions:

Department Chairs Signature: ________________________________ Date: ____________

Please return completed form to Registration and Records – Attention: Beverly Schmalhofer

2-17-2015