

PETITION FOR COURSE SUBSTITUTION OR WAIVER FORM



Texas Wesleyan
OFFICE OF STUDENT RECORDS

registrar@txwes.edu

I. STUDENT INFORMATION

Student Name: _____

Student ID: _____

Current Major(s): _____

Anticipated Graduation Date: _____
Month Year

Current Minor(s): _____
(If applicable)

Catalog Year: _____

II. COURSE SUBSTITUTION (Replaces a required course in the degree audit, provided the course substitution meets the content of the required course)

Indicate the <u>first</u> course you want to petition to substitute				Indicate the required course shown in the degree audit		
Course Number (HIST-2301)	Course Title (For transfer courses, include the transfer institution name)	Taken		Applies To (Select an area)	Course Number (HIS-3322)	Course Title
		Term	Year			
				<input type="checkbox"/> GEC <input type="checkbox"/> Major		
				<input type="checkbox"/> Related Req. <input type="checkbox"/> Minor		

Valid justification for request: _____

Indicate the <u>second</u> course you want to petition to substitute				Indicate the required course shown in the degree audit		
Course Number	Course Title (For transfer courses, include the transfer institution name)	Taken		Applies To (Select an area)	Course Number	Course Title
		Term	Year			
				<input type="checkbox"/> GEC <input type="checkbox"/> Major		
				<input type="checkbox"/> Related Req. <input type="checkbox"/> Minor		

Valid justification for request: _____

Indicate the <u>third</u> course you want to petition to substitute				Indicate the required course shown in the degree audit		
Course Number	Course Title (For transfer courses, include the transfer institution name)	Taken		Applies To (Select an area)	Course Number	Course Title
		Term	Year			
				<input type="checkbox"/> GEC <input type="checkbox"/> Major		
				<input type="checkbox"/> Related Req. <input type="checkbox"/> Minor		

Valid justification for request: _____

III. COURSE WAIVER (Exempts a required course in the degree audit from being taken. A student does not earn credits for a course that has been waived)

Course Number on Degree Audit (HIS-3322)	Course Title	Applies To (Select an area)
		<input type="checkbox"/> GEC <input type="checkbox"/> Major
		<input type="checkbox"/> Related Req. <input type="checkbox"/> Minor

Valid justification for request: _____

IV. APPROVAL SIGNATURES

If the course substitution or waiver involves a General Education Curriculum degree requirement, the dean in whose school the requirement resides is responsible for approving the request. If the substitution or waiver does not involve a General Education Curriculum requirement, the dean in whose school the student's major resides is responsible for approval.

Faculty Advisor Signature: _____

Date: _____

Academic Advisor Signature: _____

Date: _____

(Major) Dean Signature: _____

Date: _____

(GEC) Dean Signature: _____

Date: _____

For Office of Student Records Use Only

Processed by: _____ Date: _____