

Course Substitution – Waiver Permit

This form is used for any courses from regionally accredited institutions, including DSU, that are not considered equal to a DSU course, but are an acceptable substitution for the student’s degree requirements. This course substitution applies only to this student. A course required in the major/minor/concentration may not be used as a substitute for another required course in that program. Substitutions do not satisfy pre-requisite requirements. (Updated 05-07-15)

1. Take form to advisor along with course syllabi and/or other necessary materials (if needed).
2. Advisor will complete the course information and rationale(s), and then sign the form.
3. The department chair’s signature is required for all substitutions.
4. The department will return form to the Office of Academic Records for notation in the student’s Academic Advisement Report.

Student’s Name: _____ Student ID#: _____ Date: _____

Substitution in: Major / Minor / Concentration (circle one) & list area: _____

Have you applied for graduation? Yes or No (circle one) If yes, for what semester? _____ Year? _____

Permission to substitute:	May be substituted for or waived at DSU:
College: _____	DSU Course Prefix & No: _____
Course Prefix: _____ Course No.: _____	DSU Course Title: _____
Course Title: _____	Credit Hours: _____
Credit Hours: _____ Semester Taken: _____	

Rationale for substitution/waiver: _____

REQUIRED SIGNATURES:

Student Advisor: _____ Date: _____

Department Chair of Major/Minor: _____ Date: _____

Chair of Course (Gen. Ed Sub. Only): _____ Date: _____

Registrar: _____ Date: _____

Check box if REQUEST IS DENIED/COMMENTS: _____