

**NEW MEXICO TECH
REQUEST FOR UNDERGRADUATE COURSE WAIVER OR SUBSTITUTION**

Name (Last)	(First)	ID #	1st Sem. @ Tech
E-mail Address	Major	Intended Grad date	
Signature	Date	Are you graduating? Yes <input type="checkbox"/> No <input type="checkbox"/> & turned in a Intent to Graduate? Y <input type="checkbox"/> N <input type="checkbox"/>	

1. I would like to Substitute this required course of:

Course number _____ Credit hours _____

Course title _____

With this course that I have taken or plan to take listed in the below field:

Course to be used in place of this requirement _____

Semester this course was taken or planned to be taken _____

Course Title _____

Institution _____ Credit hours _____

Reason for substitution: _____

2. Permission is requested to WAIVE the degree requirement indicated:

Course Number and Title _____

Number of Credit Hours _____

Reason for Waiver: _____

Approved:

Head/Major Department _____ Date _____

Other Department Head* _____ Date _____

Dean of Department _____ Date _____

Advisor _____ Date _____

Registrar _____ Date _____

(Routed from registrar) VP for Academic Affairs _____ Date _____

***Approval is required of other department chair if course to be waived or substituted is not in student's major field of study.**