NEW MEXICO TECH
REQUEST FOR UNDERGRADUATE COURSE WAIVER OR SUBSTITUTION

Name (Last)    (First)                ID #
E-mail Address                Major          Intended Grad date
Are you graduating &        Yes ☐  No ☐
Turned in an Intent to Graduate?
Signature                                                Date                  Turned in an Intent to Graduate?

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 ______________________
   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.