



Substitution/Exemption/Catalog Extension Request Form

Name _____ Student # _____

Catalog Year: _____ Intended Graduation Date: _____

Major(s): _____

Emphasis: _____ Minor: _____

COURSE SUBSTITUTIONS & EXEMPTIONS MUST BE COMPLETED WITHIN 1 YEAR FROM DATE OF DEPARTMENT CHAIR SIGNATURE.

Subject & Course #	In lieu of Western Subject & Course #:	This is a course:		To Be used for:			
		Substitution	Exemption	Major	Minor	GE	Elective
OUTD 397	ROE 3897	X		X			

POLICY EXCEPTION: Request for a catalog extension. Date intended to complete requirements: _____

REASON FOR REQUEST: _____

Student's Signature

Date

ADVISOR COMMENTS: _____

Advisor Printed Name

Advisor's Signature

Date

DEPT. CHAIR COMMENTS: _____

Dept. Chair Printed Name

Dept. Chair's Signature

Date

*NOTE: If requesting a General Education course substitution, form requires signature of department chair of that course; all other substitutions/exemptions require signature of department chair of your major or minor.

REGISTRAR SIGNATURE (*required for GE substitution requests*)

DATE

Substitutions will be processed and available for review in DegreeWorks within 5-7 business days
(Return this completed form to the Office of the Registrar, 300 Taylor)