

College of Arts & Sciences

Request for Substitution or Waiver

NAME _____ BANNER ID _____ CATALOG YEAR _____

DEGREE _____ MAJOR _____ SUPP.MAJOR _____ MINOR _____

Substitute/Count			Requirement Type (Check types that apply)					
Course prefix and number	Semester & Year Completed	For	Catalog Requirement or Category	General Education	VWW	Major	Minor	Supplemental Major

Waive	Requirement Type				
Catalog Requirement or Category	General Education	VWW	Major	Minor	Supplemental Major

Justification _____

The purpose of the Substitution or Waiver Form is to update academic completion by either substituting or waiving a course or requirement.

Steps to Follow for Departmental Major Requirements:

- a. Print form and fill out in its entirety by advisor and/or department head.
- b. Original signature from the department head is required for approval of request to be processed.
- c. Hand-deliver form to Student Records, Breland Hall Room 356.
- d. Assigned Records Specialist will review for final processing.

___ Approved ___ Not Approved _____ Department Head Signature
 _____ Department Head – Please Print

Steps to Follow for General Education Core Requirements:

- a. Print form and fill out in its entirety by advisor and/or department head.
- b. Original signature from the department head is required for approval of request to be processed.
- c. Hand-deliver form to Student Records, Breland Hall Room 356.
- d. **Assigned Record Specialist will review for Dean’s approval and final processing**

___ Approved ___ Not Approved _____ Department Head Signature
 _____ Department Head – Please Print
 _____ Dean

___ Exception Processed _____ Records Specialist/Date _____

Assigned Record Specialist for Processing Request Based on Last 2 digits of Student’s Banner ID:

00-33 Terri-Lyn Mick terrilyn@nmsu.edu 68-99 Susie Crouch scrouch@nmsu.edu
 34-67 Letty Romero lromero@nmsu.edu All Digits Hilda M. Olivas hiolivas@nmsu.edu