

College of Arts & Sciences

Request for Course Substitution or Waiver

NAME _____ BANNER ID _____ CATALOG YR. _____

DEG: _____ MAJOR _____ SUPP. MJR _____ MINOR _____
 (ie.. BART, BCJ, BSCI)

SUBSTITUTION

Course prefix and number	Semester & Year Completed	For	Catalog Requirement or Category	Major or Non-Dept.	Minor	Supp. Major

WAIVER

Catalog Requirement or Category	Major or Non-Dept.	Minor	Supp. Major

Justification _____

Department Head Signature: _____ Date: _____

Department Head Name **Printed** _____

Exception Processed by _____ Date _____

- Steps to Follow:

- a. Complete all applicable sections; by advisor and/or department head.
- b. Original **signature from the department head** is required for processing.
- c. **Scan & email** to appropriate processor.

Once processed, a confirmation will be sent to Department Head. We recommend running a new audit for verification.

Processing Request Based on Last 2 digits of Student's Banner ID:

00 – 19 & 68 - 99	Susie Crouch	scrouch@nmsu.edu
20 – 67	Letty Romero	lromero@nmsu.edu

***Note:** Requests for General Education (NMCC) requirements and Viewing a Wider World are processed through CAASS; 646-2941, Garcia Annex,