

NAME _____ BANNER ID _____ CATALOG YR. _____

DEG: _____ MAJOR _____ SUPP. MJR _____ MINOR _____

SUBSTITUTION

Course prefix and number	Semester & Year Completed	For	Catalog Requirement or Category	Major or Non-Dept.	Minor	Supp. Major	VWW	GE (Spec Circumstances)

WAIVER

Catalog Requirement or Category	Major or Non-Dept.	Minor	Supp. Major	VWW	GE (Spec Circumstances)

Justification _____

Department Head Signature: _____

Date: _____

Department Head Name ***Printed*** _____

Assoc. Dean of A & S Signature (if needed) _____

Approved _____ Declined _____

Date _____

Exception Processed by _____

Date _____

Steps to Follow:

Departmental Requirements:

- a. Complete all applicable sections; by advisor and/or department head.
- b. Original **signature from the department head** is required for approval of request to be processed.
- c. Scan & email to appropriate processor or deliver to Dean's office, room 163.

Processing usually occurs within two weeks of receipt.

***Note:** Requests for General Education (NMCC) requirements are processed through CAASS. Please contact CAASS at 646-2941, Garcia Annex, or contact Interim Director; Jennifer Hodges, jphodges@nmsu.edu

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

00 – 20 & 66 - 99

Susie Crouch

scrouch@nmsu.edu

21 – 65

Letty Romero

lromero@nmsu.edu