

# 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	<a href="mailto:scrouch@nmsu.edu">scrouch@nmsu.edu</a>
20 – 67	Letty Romero	<a href="mailto:lromero@nmsu.edu">lromero@nmsu.edu</a>

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