

College of Arts & Sciences

Request for Substitution or Waiver

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

WAIVER

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

Justification _____

Department Head Signature: _____

Date: _____

Department Head Name *Printed* _____

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.

Processing usually occurs within two weeks of receipt.

*Note: Requests for General Education (NMCC) requirements are processed through CAASS; 646-2941, Garcia Annex, or contact 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

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Updated 3/13/19