

# APPLICATION FOR CURRICULUM EXCEPTION

Students requesting a course substitution or waiver must:

1. Complete the following **form**
2. Attach **justification**
3. Include (if applicable) **the published description & syllabus** for the replacement course(s). You may also be asked to submit artwork, depending on the exception you're requesting.
4. Include a copy of your **DARS for the appropriate major & catalog year**

NAME \_\_\_\_\_

STUDENT ID \_\_\_\_\_

DATE \_\_\_\_\_

MAJOR/MINOR \_\_\_\_\_

CATALOG YEAR \_\_\_\_\_

EMAIL \_\_\_\_\_

PHONE \_\_\_\_\_

REQUIREMENT(S) TO BE WAIVED/SUBSTITUTED			COURSE(S) TO BE USED TO REPLACE REQUIREMENT(S) (IF APPLICABLE)						
SUBJECT	CATALOG #	CREDIT HOURS	TERM/ YEAR	SUBJECT	CATALOG #	CREDIT HOURS	INSTITUTION	GRADE	DEPT. USE <i>If approved, initial here</i>
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

## JUSTIFICATION

Please explain why this substitution should be approved. You may address why the course is equivalent. **Please attach a separate sheet of paper.**

### DEPARTMENTAL ACTION (to be filled out by the department):

APPROVED \_\_\_\_\_

PARTIAL APPROVAL \_\_\_\_\_

DENIED \_\_\_\_\_

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_

APPROVED BY \_\_\_\_\_

DEPARTMENTAL POSITION \_\_\_\_\_

SIGNATURE \_\_\_\_\_