Course Substitution/Program Change/Waiver Form

*PLEASE PRINT*

Name of Student: ____________________________________________

Last Name: ____________________________________________

First Name: ____________________________________________

MI: ____________________________________________

Student ID: ____________________________________________

Expected term of graduation: ________________________________

Signature of Student: ____________________________________________

Date: ________________________________

* Purpose of form: Transfer Course Substitution _____ Program Change _____ Waiver _________

Prefix and # of Original Course to be Substituted/Waived __________________________ for ________ (credits)

Title: ____________________________________________________________________________

Prefix and # of Course used for Substitution: __________________________ for ________ (credits)

Title: ____________________________________________________________________________

(to be/taken) __________ (term/year) at __________________ (institution)

Rationale:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

1. Major/Minor/Focus Area Advisor Signature: ______________________________________

Date: ________________________________

(not required for transfer course substitution)

Comments/Recommendation: __________________________________________________________

________________________________________________________________________

________________________________________________________________________

2. Department Chair Signature: ______________________________________

Date: ________________________________

* For permanent transfer articulation, please initial: Yes ________ No ________

3. Division Chair Signature: ______________________________________

Date: ________________________________

Registrar’s Office Use Only:

Date of Receipt: ________________________________ Processing Date: ________________________________ By: ________________

Denied (rationale): ________________________________________________________________

*Purpose of Form/Definition of Terms

Transfer Course Substitution: A student has taken a course from another institution that satisfies program requirements at WOU.

Program Change: A student is allowed to substitute a course for a required course in his or her program of study.

Waiver: A required course is waived for a student. No credit is granted.

Permanent Transfer Articulation: The course used for substitution is equivalent to a WOU course. (Initialed permanent approval will permanently change course articulation tables from that institution for all students.)