

**NEW MEXICO TECH  
REQUEST FOR UNDERGRADUATE COURSE WAIVER OR SUBSTITUTION**

Name (Last)	(First)	ID #	1st Sem. @ Tech
E-mail Address	Major	Intended Grad date	
Signature	Date	<b>Are you graduating?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>&amp; turned in a Intent to Graduate?</b> Y <input type="checkbox"/> N <input type="checkbox"/>	

**1. I would like to Substitute this required course of:**

Course number \_\_\_\_\_ Credit hours \_\_\_\_\_

Course title \_\_\_\_\_

**With this course that I have taken or plan to take listed in the below field:**

Course to be used in place of this requirement \_\_\_\_\_

Semester this course was taken or planned to be taken \_\_\_\_\_

Course Title \_\_\_\_\_

Institution \_\_\_\_\_ Credit hours \_\_\_\_\_

Reason for substitution: \_\_\_\_\_

**2. Permission is requested to WAIVE the degree requirement indicated:**

Course Number and Title \_\_\_\_\_

Number of Credit Hours \_\_\_\_\_

Reason for Waiver: \_\_\_\_\_

**Approved:**

**Head/Major Department** \_\_\_\_\_ **Date** \_\_\_\_\_

**Other Department Head\*** \_\_\_\_\_ **Date** \_\_\_\_\_

**Dean of Department** \_\_\_\_\_ **Date** \_\_\_\_\_

**Advisor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Registrar** \_\_\_\_\_ **Date** \_\_\_\_\_

*(Routed from registrar)* **VP for Academic Affairs** \_\_\_\_\_ **Date** \_\_\_\_\_

**\*Approval is required of other department chair if course to be waived or substituted is not in student's major field of study.**