

# Undergraduate Course Substitution or Waiver Approval Form



Forms are generally processed within two weeks of receipt of the request.

Students and advisers can view the Academic Progress Report (APR) via webCentral to verify that a request has been processed.

Student Name: \_\_\_\_\_ DU ID Number: \_\_\_\_\_ DU Email: \_\_\_\_\_

Current Degree  BA  BS  BSBA  BFA  BM  BSAT  BS Chem.  BS Acc.  BSEE  BSME  BSCPE  **Select One:** Current Major(s): \_\_\_\_\_ Current Minor(s): \_\_\_\_\_

Course Substitution								
Course Number	Course Title (for Transfer Courses, please include the transfer institution name)	Credit Hours	Apply Toward: (Select an area and enter the DU equivalent course number and title, if known.)					
			Foundations/ Core	Major	Minor	Other (list area)	Course Number	Title
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Course Waiver	
Please waive the following course(s)/requirement(s):	

Additional Comments: \_\_\_\_\_

This form may be submitted via campus mail or by DU email (Deans, Faculty and Advisers only). If you are submitting this form via email please type your name on the signature line and send it as an attachment from your DU email account. This form will not be accepted if sent from a student's email account.

Approval Signature: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail completed form to the Office of the Registrar, University of Denver, 2197 S. University Blvd, University Hall G08 or email to [registrar@du.edu](mailto:registrar@du.edu).** Questions about this policy and procedure may be directed to the Office of the Registrar at 303.871.4095.

Registrar Office Use Only:

Date Received: \_\_\_\_\_ Received by: **Mail**  **DU Email**  Processed By: \_\_\_\_\_ Date Processed: \_\_\_\_\_