

Office of the Registrar
Course Substitution/Waiver Request

(All fields outlined in red are REQUIRED. An answer must be provided in order to save form)

Name: _____ PWID #: _____

Campus Email: _____

Major: _____ Minor: _____

Requirement		Substitution for Requirement		Justification
Course Prefix, Number & Title, Gen Ed Menu, or Other Requirement	# Cr.	Course Prefix, Number & Title	# Cr.	

Advisor or Department Chair/Designee Signature

Date

Recommended

Not Recommended

Forward to Dean's Office with either recommendation

Justification if not recommended:

Dean/Designee Signature

Date

Approved

Denied

Reason for Denial:

Instructions:

- Advisor or Department Chair to complete form with all required information. [Digital signatures are preferred.](#)
- Dean to digitally sign form and Admin Assistant/designee and email it to Graduation@pennwest.edu.
- Form naming convention should follow: TERM_PWID_COURSE SUBSTITUTION
 - Example: [202230_P11100023_COURSE SUBSTITUTION](#)
 - Spring = 10 Summer = 20 Fall = 30 Winter = 40