Office of the Registrar
N. Shepler, Room 205
2800 W. Gore Blvd
Lawton OK 73505
(P) 580-581-2238
(F) 580-581-5514

UNDERGRADUATE COURSE SUBSTITUTION/WAIVER REQUEST

Name _____ CU ID Number _____ Phone _____

E-mail address _____ Expected Grad Date _____

Major _____ Minor _____

Advisor Name _____ Date Submitted _____

REQUEST TO SUBSTITUTE OR WAIVE:

☐ General Education course[1]   ☐ Developmental course[3]

☐ Major course[2]   ☐ University (UNIV course) requirement [4]

☐ Minor course[2]   ☐ Computer literacy requirement[1]

STUDENT: Please provide a syllabus, complete with course description for course(s) taken at another institution. The date listed on the syllabus must be within two years of the date that the course was taken. A request lacking a syllabus or other required information __may not__ be fully considered.

Transfer or Replacement Course(s) (NOTE: Please submit only <u>one</u> department/subject per form.)				
Prefix	**Number**	**Title**	**Cr. Hrs.**	**Grade**

Institution(s)	**Term(s) Taken**

Cameron Course or Requirement			
Prefix	**Number**	**Course Title or Requirement**	**Cr. Hrs.**

Reason for Submission:

			Approved	Substitution
Department Chair/Assistant VPAA/Director		Date	Approved Disapproved	Substitution Waiver
Dean		Date	Approved Disapproved	Substitution Waiver
Vice President for Academic Affairs (or Designee)		Date	Approved Disapproved	Substitution Waiver

Reviewer(s) Comments:

[1]General education and computer literacy requests must be approved by the VPAA (or Designee).
[2]Major/minor course substitutions/waivers must be approved by Dept Chair and Dean of School responsible for the major/minor.
[3]Developmental course requests must be approved by Dept Chair, Dean of School responsible for course, and VPAA (or Designee).
[4]University (UNIV) requirement requests must be approved by the Assistant VPAA and VPAA (or Designee).

Substitution/waiver is official only after this completed and signed form is received in the Registrar's Office.

Office Use Only				
Accreditation?	☐ Regional ☐ National ☐ None Exam? Date: Results ☐ P ☐ F	Logged?	☐ Y ☐ N Date:	Initials:
Online?	Lecture? ☐ Y ☐ N Lab? ☐ Y ☐ N	Student Notified?	☐ Y ☐ N Date:	Initials:
Format?	☐ 16W ☐ 12W ☐ 8W ☐ 4W Other:	DGW Exception?	☐ Y ☐ N Date:	Initials: