NEW MEXICO TECH
REQUEST FOR UNDERGRADUATE COURSE WAIVER OR SUBSTITUTION

<table>
<thead>
<tr>
<th>Name (Last)</th>
<th>(First)</th>
<th>ID #</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail Address</td>
<td>Major</td>
<td>Intended Grad date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
<th>Did you turn in an Intent</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

1. **SUBSTITUTION** is requested for the following degree requirement:

   Course number ____________________ Credit hours __________

   Course title  ________________________________________________

   Please attach a course description.

   Course to be used in place of this requirement ______________________

   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 __________

   Advisor __________________________ Date __________

   Registrar __________________________ Date __________

   *(Routed from registrar)* Vice Pres. 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.*

REVISED 11/30/2011