

WESTERN STATE COLLEGE OF COLORADO

SUBSTITUTION/EXEMPTION/CATALOG EXTENSION REQUEST FORM

STUDENT: _____ STU #: _____
CATALOG YEAR: _____ INTENDED GRADUATION DATE: _____
MAJOR: _____ EMPHASIS: _____
MINOR: _____

____ THIS IS A COURSE SUBSTITUTION/EXEMPTION REQUEST FOR THE FOLLOWING PROGRAM:
____ **MAJOR** (FINAL APPROVAL-DEPT) ____ **MINOR** (FINAL APPROVAL-DEPT) ____ **GENERAL EDUCATION** (FINAL APPROVAL-REGISTRAR)

PLEASE ACCEPT THE FOLLOWING COURSE EXEMPTION AND/OR SUBSTITUTION:

(course(s) to be used as substitution; if exemption, so note & explain below)

IN LIEU OF:

(course(s) required in the major or minor)

Check One: Course

____ **ALREADY COMPLETED**
____ **IN PROGRESS**
____ **WILL BE COMPLETED**

POLICY EXCEPTIONS:

____ **REQUEST FOR A CATALOG EXTENSION. DATE INTEND TO COMPLETE REQUIREMENTS:** _____
____ **REQUEST WAIVER OF LAST CREDIT HOUR IN RESIDENCE POLICY. (MUST ATTACH TRANSFER COURSE APPROVAL FORM AND GRADUATION UPDATE MUST BE ON FILE BEFORE THIS WILL BE APPROVED.)**

REASON FOR REQUEST: _____

STUDENT SIGNATURE & DATE

COMMENTS: _____

ADVISOR PRINTED NAME

ADVISOR SIGNATURE & DATE

COMMENTS: _____

*DEPT. CHAIR PRINTED NAME

*DEPARTMENT CHAIR SIGNATURE & DATE

*If requesting a General Education course substitution, form requires signature of department chair of that course; all others require signature of department chair of your major or minor.

COMMENTS: _____

____ APPROVED ____ NOT APPROVED
____ REGISTRAR SIGNATURE NOT REQUIRED REGISTRAR SIGNATURE & DATE

Comments: _____

(Return this completed form to the Registration Services Office, Taylor 300)