MONTANA STATE UNIVERSITY
NORTHERN

Registrar's Office
PO Box 7751
Havre, MT 59501
(406)265-3703 Fax: (406)265-3788

Degree Audit Substitution / Waiver Request
(Curricular Adjustments)
(Please use standard blue or black pen)

A **course waiver** is used when it is determined a student is exempt from taking a required course. The waiver carries no credit; it means the student does not have to complete the course.
A **course substitution** is used when it is determined a required course could be replaced by another appropriate course.

Student's Name: _____ ID#:_____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Is allowed to substitute/waive the following course(s) for the following (list only the program to be applied to):

Degree_____ Major _____ Minor_____ Catalog Year _____

SUBSTITUTIONS (course subject, number, title, and credits):
        Is this for: ____ General Education   ____ Program Requirement   ____ Both?
        Required Course: Substituted Course:

        _____   _____

WAIVED (Course subject, number, title, and credits):
        THIS WAIVER DOES NOT CONSTITUTE A REDUCTION OF REQUIRED CREDITS!
        Is this for: ____ General Education   ____ Program Requirement   ____ Both?

        _____   _____

Reason: _____

____ Approved
____ Disapproved _____   Date: _____
                Academic Advisor
____ Approved
____ Disapproved _____   Date: _____
                Instructor
____ Approved
____ Disapproved _____   Date: _____
                College Chair
____ Approved
____ Disapproved _____   Date: _____
                College Dean
____ Approved
____ Disapproved _____   Date: _____
                Admissions and Standards (when necessary)

Revised: 01/12/2012