



WARNER UNIVERSITY

Request for Substitution or Change in Catalog Requirement

Instructions:

The student's advisor must initiate any change in, or substitution for, a catalog requirement related to the program of study for general education, a major, or a minor. Approval from the appropriate department chair is required for all substitutions/changes. Approval for general education requirements must come from the department offering the course and a major or minor program requirement must come from the department offering the program. After the appropriate signatures are obtained, the form will be sent to the Registrar's Office for recording.

Student's Name _____

Date _____

Warner ID # _____

Email Address _____

Applies to (*check one*) General Education
 Major _____
 Minor _____

Department: _____

| | |
|---|--|
| Registrar's Office Use | |
| Attention _____ | |
| Date Received _____ | |
| Routing | |
| <input type="checkbox"/> Transcript Process | |
| <input type="checkbox"/> Degree Audit | |
| Completed by _____ | |
| Date _____ | |

Catalog Requirement

Course Substitution
course(s) taken or enrolling for

| Course # | Title |
|----------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

| Course # | Title |
|----------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Reason(s) for change _____

Requesting Signatures

Student _____

Date _____

Advisor _____

Date _____

Department Approval

Chairperson _____

Date _____

Administrative Approval

School Dean _____

Date _____