



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/Program: _____

Registrar's Office Use	
Attention	_____
Date Received	_____
Routing	
☐ Transcript Process	_____
☐ 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

Department
Chair _____

Date _____

Administrative Approval (as applicable)

Academic Administrator
or Non-Traditional
Administrator _____

Date _____