Name_____**Student ID Number**_____

UNTD Email_____**Major**_____

Instructions: Complete **either** section A or B, attach required documentation, and collect all signatures required for your request. You will be notified of the status of your request or the need for any additional supporting documentation via your student email. Incomplete or illegible requests will not be considered. Requests may take 7-10 business days or longer for review and processing.
Note - This form is not for pre or co-requisite waivers, term overloads nor requests enrollment. For those requests complete the Registration and Withdrawal Request Form found at https://registrar.untdallas.edu/important-forms.
Changing your major or catalog year may nullify this request.

> **Section A - Course Substitution**: requesting to use a transfer course or a course taken in residence at UNT Dallas in lieu of a course that is prescribed in the student's degree requirements or for use in a major elective requirement.
> *Approval of this request <u>does not</u> include being enrolled in the course. Please complete the Registrar's Office Registration Form to request adds or drops that pertain to this request.*
> **Section B - Degree Requirement Waiver:** requesting a degree requirement be waived entirely due to extraordinary circumstances. These requests are rare and require significant documentation in support of the waiver request.

A. Course Substitution and Evaluation of Equivalency
Required Attachments: Syllabus or Course Description
Recommended Attachments: Reason for request (can be included in body of email)
Required Signatures: Academic Advisor, Program Coordinator, and Academic Dean

Degree Requirement: The UNTD course required for your degree.	Substitute Course: The course you are wanting to use instead.	Institution: Where did you take the substitute course?	Term: When did/will you take the substitute course?	Required docs Attached?	Department Use ONLY Approve or Deny each requested substitution.
EX: MGMT 3720	EX: MGT 307	EX: Sample University	EX: Fall 2019	✓	EX: Approve
EX: Adv CJUS Electives	EX: CRJ 444	EX: Sample University	EX: Spring 2015	✓	EX: Deny

B. Requirement Waiver for Special Circumstance
Required Attachments: Written/typed statement of reason for request and any relevant supporting documentation
Required Signatures: Academic Advisor, Program Coordinator, and Academic Dean

What UNTD degree requirement are you requesting be waived? Provide justification in your attached statement	Department Use ONLY Approve or Deny Waiver

Student Signature

_____
Print   Sign   Date

Advisor Signature –Signature denotes student has been advised on the substitution/exception process.

_____
Print   Sign   Date

Program Coordinator – Signature denotes Program approval.

_____
Print   Sign   Date

Academic Dean Signature – Signature denotes School approval.

_____
Print   Sign   Date

Academic Department Use Only   ***Not Applicable to Waivers***
Should any approved substitution on this form be programmed as a transfer rule that applies to all students? If so, list which courses here:

_____

Instructions for Students

Section A - Course Substitutions

1) Fill in the course information: Your **Degree Requirement** is the course or requirement in your audit that is required. Your **Substitute Course** is the course you want to substitute in for that course or requirement. The **Institution** and **Term** refer to where and when you took the substitute course. You must attach a syllabus or official course description to your request for every course substitution listed. The last column is for department use only.

2) Gather your documentation**:** You must provide a syllabus or official course description for each course in your request. Determine if **Optional Attachments** are needed with your Advisor. You may also be required by an approver to submit additional documentation. Once you have done that you can check the **Documentation Attached** box.

Part B - Degree Requirement Waivers

1) Note which requirement in the degree audit that you are requesting a waiver from

2) Write/type a personal statement that provides the reason and justification of your request. You may be required by an approver to provide more documentation in support of your request.

| Submit your request w/documentaiton to your Academic Advisor. | Your Advisor reviews , signs, and returns the form to you. | Submit your signed request w/documentation to your Program Coordinator. | Check your student email for requests for additional information and status updates. |

Instructions for Academic Advisors

Review this form for completeness and accuracy and advise your student on the process. Be sure to advise your student on how approved or denied requests will affect their degree progress. Your signature does not constitute approval of the request but rather that you have reviewed it for completeness and your student has been advised. After you sign the form, return it to the student

Instructions for Approvers

Approval of the requested substitutions and waivers using this form do not constitute curricular changes to degree requirements as prescribed in the Academic Catalog.

Program Coordinators→ Section A – Course Substitutions

1) Review the information provided for each substitution requested and use the last column **Department Use Only** to indicate whether you **Approve** or **Deny**. You can request additional documentation from the student.

2) Sign in the **Program Coordinator** signature blank to confirm your approvals and denials.

3) *Transfer Courses* -Consider if any of the approved substitutions should be transfer rules that apply to all students. If so, list the classes that should have a new transfer rule made for them in the blank at the very bottom of the form.

4) Notify the student that the request has been routed to Academic Dean for approval and forward to Academic Dean for final review and approval.

Program Coordinators →Section B – Requirement Waivers

1) Review the personal statement provided for the waiver request and use the last column to denote that you **Approve** or **Deny**. You can request additional documentation from the student.

2) Sign in the **Program Coordinator** signature blank to confirm approval or denial**.**

3) Notify the student that the request has been routed to Academic Dean for approval and forward to Academic Dean for final review and approval.

Academic Deans→Section A – Course Substitutions:

1) Review the information provided by the student and the decision rendered by the Program Coordinator in the last column. You can request additional documentation from the student.

2) If you approve, sign in the **Academic Dean** signature blank. If you do not approve remand the request back to the Program Coordinator.

3) Notify the student of their request's status and submit the form to Registrar's Office at degreeaudit@untdallas.edu.

Academic Deans→Section B. – Course Substitutions:

1) Review the personal statement provided by the student and the decision rendered by the Program Coordinator in the last column. You can request additional documentation from the student.

2) If you approve sign in the **Academic Dean** signature blank. If you do not approve remand the request back to the Program Coordinator.

3) Notify the student of the status of their request. Submit the Form to the Registrar's Office at degreeaudit@untdallas.edu.

| Student submits request to Program Coordinator (must have advisor s signature) | Program Coordinator reviews, makes decision, and notifies student of status | Program Coordinator submits request to Academic Dean | Academic Dean reviews, makes decision, and notifies student of status | Academic Dean submits form to Registrar s Office for processing and/or imaging. |