

**The UNIVERSITY of MONTANA WESTERN
COURSE SUBSTITUTION FORM**

"Variances" from published degree or program requirements must be approved and submitted in advance along with appropriate documentation for inclusion in a student's enrollment file maintained by the Registrar's Office. Examples of variances include course substitutions or waivers, or waivers of other specific degree requirements (examples: residency requirements, "P" grade requirements, etc.). Pertinent documentation (such as a completed substitution form, transfer transcript, etc.) is critical to determination of student graduation status. Information on standard or "blanket" substitutions or waivers can be found at the university Registrar's Office or at the UMW website at: www.umwestern.edu (click Academics, then Registration & Registrar's Office, then Graduation Requirements, then Variances From Degree Reqs, then Substitutions & Waivers). Students should discuss the need for a substitution with appropriate department faculty. Students are responsible for completing and submitting all documentation necessary to verify approval for variances from published degree/program requirements. **SUBSTITUTION – replacement of a specific required course by another approved course (course replacement only, differences in course credit must be made up).** Transfer courses must be college-level and completed at institutions accredited by CHEA or USDE approved accrediting agencies.

Instructions: Print/write legibly; answer all questions and provide all information requested. Incomplete forms will be returned with no action. Substitution/waiver requests must be approved by applicable department faculty and the Provost. Properly completed and approved forms, and supporting documentation, should be submitted to the Registrar's Office; deadlines (graduation) may apply. Contact the Registrar's Office for more information (406 683-7215). Sign and date the form, include your e-mail address. Attach applicable documentation. Students are responsible for providing substitution documentation on a timely basis.

_____ Which Montana Western catalog(s) are you following? _____
 (Student Name) (Student ID or SSN) (List catalog years, example 2009-10)

Degree you are planning to complete? BAS BA BS AA AAS AS Major or Option: _____ Minor or Related Area: _____

Have you applied for Graduation? NO YES - When (term/year) will you complete your degree/program of study? Fall Spring Summer Year _____

In the space below please provide information regarding the substitution(s) you are requesting.

COURSE SUBSTITUTION--Provide ALL necessary information; S-1 course below substitutes for R-1 UMW required course to the right, etc.

<p><u>Substitute course(s) I have completed:</u></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>DEPT</u></th> <th style="text-align: left;"><u>CRSE #</u></th> <th style="text-align: left;"><u>COURSE TITLE</u></th> <th style="text-align: left;"><u>CREDITS</u></th> <th style="text-align: left;"><u>GRADE</u></th> <th style="text-align: left;"><u>COMPLETED AT**</u></th> </tr> </thead> <tbody> <tr> <td>S-1</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>S-2</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>S-3</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> <p>**Name of college at which you completed the course listed; attach syllabi or course description as well as documentation verifying the accreditation status of the institution cited.</p>	<u>DEPT</u>	<u>CRSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>	<u>GRADE</u>	<u>COMPLETED AT**</u>	S-1	_____	_____	_____	_____	_____	S-2	_____	_____	_____	_____	_____	S-3	_____	_____	_____	_____	_____	<p><u>Required course(s) for which I am requesting substitution or waiver approval:</u></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>DEPT</u></th> <th style="text-align: left;"><u>CRSE #</u></th> <th style="text-align: left;"><u>COURSE TITLE</u></th> <th style="text-align: left;"><u>CREDITS</u></th> <th style="text-align: left;"><u>FACULTY APPROVAL*</u></th> </tr> </thead> <tbody> <tr> <td>> R-1</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>> R-2</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>> R-3</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> <p>*UMW course instructors must approve ALL substitution requests</p>	<u>DEPT</u>	<u>CRSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>	<u>FACULTY APPROVAL*</u>	> R-1	_____	_____	_____	_____	> R-2	_____	_____	_____	_____	> R-3	_____	_____	_____	_____
<u>DEPT</u>	<u>CRSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>	<u>GRADE</u>	<u>COMPLETED AT**</u>																																								
S-1	_____	_____	_____	_____	_____																																								
S-2	_____	_____	_____	_____	_____																																								
S-3	_____	_____	_____	_____	_____																																								
<u>DEPT</u>	<u>CRSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>	<u>FACULTY APPROVAL*</u>																																									
> R-1	_____	_____	_____	_____																																									
> R-2	_____	_____	_____	_____																																									
> R-3	_____	_____	_____	_____																																									

Instructor's rationale for approving substitution (use the back of this form if necessary):

_____ (Student Signature) _____ (Today's Date) _____ (Director of Student Success) _____ (Date)

The UNIVERSITY of MONTANA WESTERN
DEGREE REQUIREMENT WAIVER REQUEST FORM

"Variances" from published degree or program requirements must be approved and submitted in advance along with appropriate documentation for inclusion in a student's enrollment file maintained by the Registrar's Office. Examples of variances include course waivers or substitutions, or waivers of other specific degree requirements (examples: residency requirements, "P" grade requirements, etc.). Pertinent documentation (such as a completed waiver form, transfer transcript, etc.) is critical to determination of student graduation status. Information on standard or "blanket" waivers or substitutions can be found at the university Registrar's Office or at the UMW website at: www.umwestern.edu (click Academics, then Registration & Registrar's Office, then Graduation Requirements, then Variances From Degree Reqs, then Substitutions & Waivers). Students should discuss the need for a waiver with appropriate department faculty or staff. Students are responsible for completing and submitting all documentation necessary to verify approval for variances from published degree/program requirements. **WAIVER – an exemption from a degree requirement (no credits awarded/recorded).**

Instructions: Print/write legibly; answer all questions and provide information requested. Incomplete forms will be returned with no action. Waiver requests must be approved by applicable department faculty and the Provost. Properly completed and approved forms, and supporting documentation, should be submitted to the Registrar's Office; deadlines (graduation) may apply. Contact the Registrar's Office for more information (406 683-7215). Sign and date the form, include your e-mail address. Attach applicable documentation.

 (Student Name) (Student ID of SSN) Which UMW catalog(s) are you following? _____
 (List Catalog Years)

Degree you are planning to complete? BAS BA BS AA AAS AS Major or Option: _____ Minor or Related Area: _____

Have you applied for Graduation? NO YES - When (term/year) will you complete your degree/program of study? Fall Spring Summer Year _____

In the space below please provide information regarding the substitution(s) you are requesting.

WAIVER--In the space below (use the back of this form if needed) **explain your request in detail**; attach verifying documentation; secure instructor approval.

<u>COURSE WAIVER</u>	<u>DEPT</u>	<u>CRSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>	<u>FACULTY APPROVAL*</u>
_____	_____	_____	_____	_____	_____

Explain the basis for the course waiver in this space:

OTHER DEGREE REQUIREMENT WAIVER Use this space to state the degree requirement you are requesting approval to waive:

Student Explanation:

X Instructor rationale for approval:

- X
- X
- X
- X
- X
- X
- X
- X
- X
- X
- X

UMW Department Faculty APPROVAL-- _____ Date _____

 (Student Signature) (Today's Date)

REQUIRED APPROVALS:
 Director of Student Success _____ Date _____

Student E-MAIL ADDRESS: