University of the Incarnate Word

Request for Change in Degree Requirements
Substitution Form

Print or Type All Information

Student ID: __________________________________

Name: ____________________________________________

UIW Email: ________________________________________

Anticipated Date of Graduation: _______________________

Have you applied to graduate? ________________________

Student’s Petition: (Complete one form for each substitution requested.)

Request to Substitute ____________________________ for (required course) ____________________________

Dept Number Dept Number

Rationale: _______________________________________________________________________________________

__________________________________________________________________________________________

Student’s Signature: ________________________________

Signature Date

Advisor’s Recommendation (change in major requirements):

_____ Approved _____ Denied

Comments: ______________________________________________________________________________________

__________________________________________________________________________________________

Advisor’s Signature: ________________________________

Signature Date

Department Chair (of required course) Recommendation (changes in core or major req):

_____ Approved _____ Denied

Comments: ______________________________________________________________________________________

__________________________________________________________________________________________

Department Chair’s Signature: _________________________

Signature Date

Dean’s (of required course) Recommendation (changes in core or major requirements):

_____ Approved _____ Denied

Comments: ______________________________________________________________________________________

__________________________________________________________________________________________

Dean’s Signature: ________________________________

Signature Date

Registrar’s Office Use Only

Comments:

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Registrar’s Office Personnel Date 8/13/13 4:16 PM