



This form should only be utilized for DU coursework. All transfer or Study Abroad coursework approvals should go through the 'Request Coursework Approval' form in MyDU. Course substitutions and waivers may also be submitted via the 'Petition' function in a student's Degree Audit. Students and advisors can view the Degree Audit via MyDU to verify that a request has been processed.

Student Name: _____ DU ID Number: _____ Email: _____

Current Degree BA BS BSBA BSAcc BFA BM BS Chem. BSEE BSME BSCPE Other: _____
Select One: Current Major(s): _____ Current Minor(s): _____

Course Substitution									
Course Number (ex. HIST 2000)	Course Title	Credit Hours	Apply Toward: (Select an area and enter the DU equivalent course number and title, if known.)					Course Number	Title
			Common Curriculum	Major	Minor	Other (list area)			
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Course Waiver	
Please waive the following course(s)/requirement(s):	

Additional Comments: _____

This form may be submitted via campus mail or by **DU email** (Deans, Faculty, and Advisers only). If you are submitting this form via email please type your name on the signature line and send it as an attachment from your DU email account. This form will not be accepted if sent from a student's email account.

Approval Signature: _____ Department: _____ Date: _____

Send the completed form via email to registrar@du.edu or directly to the student's Registrar Advisor. Questions about this policy and procedure may be directed to the Office of the Registrar at 303.871.4095.

Registrar Office Use Only:
 Date Received: _____ Received by: **Mail** **DU Email** Processed By: _____ Date Processed: _____