Student Name:	Park ID:	Date:

Programs Student has Declared: Major: Minor: Concentration: Certificate:	Catalog Year:

Fill in the section below (using the blank boxes) for what you are requesting. If multiple sections apply, fill in all that is applicable.

Transfer Course Equivalency Change

*This is to request or petition for a transfer course to equal a specific Park course. INCLUDE A SYLLABUS AND COURSE DESCRIPTION ATTACHMENT WITH THIS FORM. THIS IS REQUIRED FOR REVIEW.

**Please put an "x" in the column to provide details on if the Exception is approved for this student only or every student. The Exceptions approved for every student will be recorded publicly in TES.

Transfer Institution Name	Transfer Course Number	Transfer Course Title	Proposed Park Course Number	Proposed Park Course Title	Exception Approved for STUDENT ONLY	Exception Approved for EVERY STUDENT

Course Substitution

*This is to request one course to replace another on the degree audit.

Park Course Number from degree requirement	Park Course Title from degree requirement	Park Course Number you wish to substitute	Park Course Title you wish to substitute

Course Waiver

*This is to request that a Park course be waived (0 credits) on the degree audit.

Park Course Number from degree requirement	Park Course Title from degree requirement

Why are you requesting this?

*Please explain why the substitution, waiver or transfer equivalency change is needed.

Department Signature

*Required for course waivers and transfer equivalency changes.

*Substitutions will require a Department signature for special approvals.

Department: CLAS, COM, or CEHP	Signature:	Date Signed: