## University of Nevada, Reno

**REQUEST FOR COLLEGE AND MAJOR REQUIREMENT SUBSTITUTIONS/ WAIVERS**

**Student Name:**

**ID#**

Direct changes to the following Major and/or Minor (program must be included in the student’s record):

<table>
<thead>
<tr>
<th>Course</th>
<th>Substitute Course</th>
<th>Units</th>
<th>Transfer Institution</th>
<th>Term Taken</th>
<th>AAR Requirement #*</th>
<th>All Students**</th>
<th>A&amp;R Office use</th>
</tr>
</thead>
</table>

This form must be routed to A&R directly from the College or Department office. Submit changes to majors or minors on the Major Declaration/Change Form or the Minor Declaration/Change Form.

Students planning to participate in a host institution or USAC Study Abroad Program should complete this form prior to departure to verify planned courses are degree applicable.

**Host Institution/USAC Program City ____________________________ Country________________________ Semester/Year __________________**

**Course Substitutions** can be processed in MyNEVADA only after the student has either enrolled in the course(s) listed at UNR or provided an official transcript including final grades for the courses.

<table>
<thead>
<tr>
<th>Required Course</th>
<th>Substitute Course</th>
<th>Units</th>
<th>Transfer Institution</th>
<th>Term Taken</th>
<th>AAR Requirement #*</th>
<th>All Students**</th>
<th>A&amp;R Office use</th>
</tr>
</thead>
</table>

*Substitutions for Core Curriculum courses must be submitted on the Core Substitution/Waiver form. **Change(s) can be effective for “All Students” only if this form is signed by a representative of the department which offers the “Required Course” at the University of Nevada, Reno.

**Requirement Waivers** do not generate units. Students must complete the total units required for their degree

<table>
<thead>
<tr>
<th>Requirement(s)/Course(s) to be Waived</th>
<th>Rationale for Waiver</th>
<th>A&amp;R Office use</th>
</tr>
</thead>
</table>

Advisor Name (Please Print)  
**Signature**  
**Date**  
Check/acknowledge FA Policy***

Department Chair or Designee Name (Please Print)  
**Signature**  
**Date**  
Check/acknowledge FA Policy***

**Dean or Designee Name (Please Print)**

**Signature**  
**Date**  
Check/acknowledge FA Policy***

***Enrollment in degree applicable credits is a requirement to receive federal financial aid funds. Degree applicable credits are those that meet major, minor, program or college requirements; or other advisor approved credits in support of degree objectives.

For DARS Office Use ONLY

Notes:

Encoder:  
**Date:**