

University of Nevada, Reno
REQUEST FOR CORE CURRICULUM REQUIREMENT SUBSTITUTIONS/WAIVERS

Student Name:	ID#		
Mailing Address:	City:	State:	Zip:
Phone:	Email:		
First Major:	Second Major (if applicable):		
Catalog Year on DARS:	CHANGE CATALOG YEAR TO:		

In admitting students on the basis of transfer work, the Office of Admissions and Records will be responsible for determining course equivalencies for University Core Curriculum requirements. After the Office of Admissions and Records has completed their initial evaluation, use this form for Core Curriculum appeals. The departments will make decisions about equivalencies for departmental requirements. Requests for substitutions will not be processed unless accompanied by a course syllabus.

Course substitutions:

Requirement Name	Required Course	Substitute Course	Where Taken	Title	When Taken*	Grade	Approved A Disapproved D	DARS Office Use PSEUDO CRSE / EXCP type

*Substitutions will be processed only for coursework the student has completed or in which he/she is currently enrolled.

- **Students are strongly encouraged to complete the core by the end of their junior year. Only in extraordinary circumstances will appeals for substitutions or waivers of lower-division Core Curriculum requirements be processed for students with senior standing.**
- **Requests for Core Curriculum substitution may be submitted by the student and need not come directly from the college or department.**

Rationale/extenuating circumstances:

Student signature:	Date:
--------------------	-------

Recommending Advisor: (Optional)	signature	printed name	Date:
----------------------------------	-----------	--------------	-------

Core Curriculum Director or Designee:	Date:
---------------------------------------	-------

For DARS Office Use ONLY	Encoder:	Date:
Return form to:	Notes:	