



Office of Admissions and Records
College/Major/Minor Course Review Request

Student Name: _____ NSHE ID: _____

Student Signature: _____

Current Plan (Direct changes to the following Major and/or Minor [program must be included in the student's record]):	Current Catalog Year:	Proposed Catalog Year:

This form must be routed to A&R directly from the College or Department office. Requests for review of transfer courses, whether approved or denied, must be forwarded to A&R. Submit major or minor program changes on the Major/Minor Declaration forms. Students planning to participate in a study abroad program should complete this form prior to departure to verify planned courses will meet specific degree requirements. Submit requests to add Core Curriculum designations to transfer courses on the Core Curriculum Course Review Request form.

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

Required Course	Substitute Course	Units/Grade	Transfer Institution Courses taken at:	Term Taken	1st Review Approve/Deny	2nd Review ¹ Approve/Deny ²	AAR Requirement #	All Students ³	A&R Office Use

1) Department chairs must conduct a 2nd review of **transfer courses** if the first request was denied. 2) The college or department must inform the student of denials. 3) Changes 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.

Requirement(s)/Course(s) to be Waived	Rationale for Waiver	A&R Office Use

Reviewer's notes (must include rationale for denials):

Advisor Name (please print) _____ Advisor Signature _____ Date _____

Department Chair or Designee Name (please print)⁴ _____ Signature _____ Date _____

Dean or Designee Name (please print)⁴ _____ Signature _____ Date _____

4) Chair, Dean or Dean's Designee's signature is required for denials.

For DARS Office Use ONLY _____ Encoder: _____ Date: _____

Notes: