

**Request to Substitute/Waive Course(s)**

*(Requests need to be submitted to all three Curriculum Committee Members)*

Student's Name: \_\_\_\_\_ UH ID No. \_\_\_\_\_

**Course Substitution:** A substitution occurs when a student has taken a new course or one from another department that is not listed in one of our Group distributions, and that student would like it to count towards his/her distribution requirements. **APPROVAL FOR SUBSTITUTIONS SHOULD BE OBTAINED BEFORE TAKING THE COURSE.** Attach course syllabus.

Alpha, Number & Title of Required Course	Distribution Group and Title for Substitution	Term/Year	Grade

*Justification: Why does this course fit in the proposed distribution group?*

**Course Waiver:** A waiver occurs when a student has already completed a course(s) which could satisfy an Oceanography course requirement. The student must consult with the instructor of the UH course about the proposed waiver. The course instructor approves the waiver and provides justification by a memo attached to this request.

*Alpha, Number & Title of Course to be Waived:*

Number and Name of course completed to satisfy UH requirement	Term/Year	Grade	Grading Scheme

Signatures: \_\_\_\_\_  
 Committee Chairperson Date

\_\_\_\_\_  
 Student Date

Approved: \_\_\_\_\_  
 Curriculum Committee Chairperson Date

Approved: \_\_\_\_\_  
 Department Chairperson Date