



CENTRAL WASHINGTON UNIVERSITY

Degree Checkout, Mitchell Hall MS 7464

Permit to Substitute for Required Course in Major Plan, Minor Plan, Specialization, or Professional Ed. Sequence

Form with fields: Last Name, First Name, M.I., Student ID #

Form with fields: Phone/Cell #, CWU Email

Please substitute the following accredited college course(s) to meet CWU course requirement. Non-transferable courses cannot be used for substitutions. Please review the students Transfer Credit Summary Report for additional information. Processing of substitutions by Degree Checkout takes 4-6 weeks once the approved form is received in our office.

COURSE & CREDITS BEING USED FOR THE SUBSTITUTION

CWU REQUIRED COURSE AND CREDITS NEEDED

Table with 8 columns: Course Prefix and Course #, College or University where course was taken, Course Title, *Qtr/Sem # of Credits to use, CWU Course Prefix & Course # being substituted, Course Title, *Qtr. # of credits to be substituted

Credit deficiencies in transfer course substitutions will lead to additional credits being added to your major and/or minor plan. The additional credits, if required, need to be fulfilled through department-approved elective credits.

Major Dept. Plan: _____ Catalog Year: _____ Minor Dept. Plan: _____ Catalog Year: _____

This substitution is for my: [] Major [] Minor [] Professional Ed. Sequence

This substitution is for my Bachelor's in: [] Arts [] Arts in Ed [] Science [] Music [] Fine Arts [] Applied Science

Table with 4 columns: Printed Name, Signature, Date, and rows for Student*, Advisor, Dept. Chair *, School Dean **

* Note: REQUIRED

**Note: Substitutions for students in the Teacher Education Program must have the Dean of the College of Education and Professional Studies signature.