



DARS EXCEPTION FORM

Request for course substitutions or waiver. Exceptions will be processed within 10 working days.

Exception For: (check box)

- Major
- Minor
- Certificate

Name: _____ ID: _____ Date: _____

Catalog Year: _____ Degree Program: _____

NOTE: If you believe a transfer rule is incorrect and should be changed for all students, please contact the RO 719-549-2261, no form is needed.

COURSE SUBSTITUTION

(Used to replace required course with another course)

1. Substitute _____ with _____
Required Course Substituted Course
2. Substitute _____ with _____
Required Course Substituted Course)
3. Substitute _____ with _____
Required Course Substituted Course
4. Substitute _____ with _____
Required Course Substituted Course

Transfer Institution:	Comments:

REQUIREMENT SUBSTITUTION

(Used to satisfy program requirement without a direct course equivalency)

5. Substitute _____ with _____
Catalog Requirement Substitution
6. Substitute _____ with _____
Catalog Requirement Substitution
7. Substitute _____ with _____
Catalog Requirement Substitution
8. Substitute _____ with _____
Catalog Requirement Substitution

Transfer Institution:	Comments:

COURSE, REQUIREMENT OR GRADE WAIVER

(Used to waive a course prefix and number or grade requirement within a Major Requirement)

Course Prefix & Number or Requirement	Comments

Major change requires: _____
Major Advisor Signature

Dept. Chair Signature for Major

Minor change requires: _____
Minor Advisor Signature

Dept. Chair Signature for Minor

Certificate change requires: _____
Certificate Advisor Signature

Dept. Chair Signature for Certificate