



ITU

International Technological University

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www.itu.edu

Course Waiver and Substitution Request Form

Please complete either the Substitution or waiver section that is applicable to you. After obtaining the Department Chair's Signature, please ask the Department Chair to submit the completed Physical form to the Office of the University Registrar for processing.

Student Information:		
First Name:	Last Name:	Student ID:
Student Email:		Degree Program:

Substitution

<u>ITU Courses to be Substitute</u> <i>Example: CEN 555</i>	<u>To Replace</u>	<u>ITU Course:</u> <i>Example: SEN 123</i>	<u>Please Circle One</u> <i>Example: (Elective)</i>
	To Replace		Core, Elective, Capstone, Thesis
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Please list the reason why the course you have listed above will need to be substituted:

Waiver due to Prior Learning or Demonstrated proficiency

Attention: Students are required to complete the total number of units required for the program, even if a requirement has been waived. Please provide (attachments) sufficient evidences (transcripts, work experience) for review.

<u>Course(s) to be waived</u> <i>Example: SWE 563</i>	Prior relevant courses, grade received, and university where course(s) were taken <i>Example: Marketing 101, A-, ITU</i>	Work Experience or Professional Certification <i>Example: CPA Exam, PMP</i>	Comments

Department Chair/Assistant Chair use Only: (Please attach transcripts and/or work experience that was reviewed)

<input type="checkbox"/> Approved <input type="checkbox"/> Approved upon passing competency exam <input type="checkbox"/> Denied	Reason: _____ Department/Assistant Chair Signature: _____ Date: _____
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Office of the University Registrar:

Processed By: _____ Date: _____