



**PETITION FOR A SUBSTITUTION OR WAIVER OF DEGREE REQUIREMENTS**

**Full Name:** \_\_\_\_\_ **Sooner ID#:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Major:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_ **Classification:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

Use this form to request a substitution or waiver of a degree requirement. Please fill out this form completely according to the following steps:

1. In the space provided, explain, and justify your request. Specifically, why do you think the request should be granted? What were the circumstances that led to this request. Be specific, concise, and clear. Petitions that are illegible or poorly written may be returned without a decision.
2. Include supporting documentation to justify your request. Include your name and student ID# on additional pages and supporting documents.
3. Return this form and supporting documentation to the Dodge Family College of Arts and Sciences,' Student Success and Advising Center (Physical Sciences Center, Room 240) or email to [casforms@ou.edu](mailto:casforms@ou.edu). We will notify you of the outcome of this request. All documents must be submitted at the same time or you petition may not be accepted for consideration.

Please allow me to substitute/waive the following requirement(s) for my degree program: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY (Do not write in this section)**

Action by the College: \_\_\_\_\_ approved \_\_\_\_\_ denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: