



OHIO VALLEY  
UNIVERSITY

# COURSE REQUIREMENT WAIVER/SUBSTITUTION FORM

**OVU Office of the Registrar**  
1 Campus View Drive, Vienna, WV 26105-8000  
304.865.6105 | registrar@ovu.edu

**PLEASE NOTE:** Course waivers and substitutions of one course for another, whether the course was taken at OVU or another institution, should be done rarely and only after an evaluation of the standards addressed in both courses. To do otherwise is to risk creating a gap in the student's knowledge base in the discipline.

Student: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Degree Program: \_\_\_\_\_ Track: \_\_\_\_\_

Catalog Used: \_\_\_\_\_

Waiver: \_\_\_\_\_

Substitution: \_\_\_\_\_ For: \_\_\_\_\_

Justification: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SIGNATURES:

Advisor: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

College Dean: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

VP for Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Please deliver original form to the Registrar for the student's permanent academic file.**

Copies of this form go to the following:

- Student
- Advisor
- College Dean
- VPAA