



MSLA Course Substitution or Waiver Approval Form

Forms are generally processed within two weeks of receipt of the request. Students can view the Academic Progress Report (APR) via WebCentral to verify that a request has been processed.

Student Name: \_\_\_\_\_ DU ID Number: \_\_\_\_\_ Law email: \_\_\_\_\_

Select Degree: Certificate MSLA Advanced Standing Concentration: \_\_\_\_\_

Is this a waiver or substitution? Waiver Substitution

Course Substitution						
Original Class Information			Substitute for: (Select an area and enter the DU equivalent, if known)			
Course Number	Course Title (for transfer courses, please include the transfer institution name)	Credit hours	Intro/Core/Specialized	Course Number	Title	Reason

Course Waiver	
Please waive the following course(s) /requirement(s):	

Additional Comments: \_\_\_\_\_

This form may be submitted via campus mail or by DU Law email (Deans, Faculty and Advisers only). If you are submitting this form via email please type your name on the signature line and send it as an attachment from your DU Law email account. This form will not be accepted if sent from a student's email account.

Director's signature: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

Please email completed form to [msla@law.du.edu](mailto:msla@law.du.edu), fax to 303.871.6333, or deliver to Sturm College of Law 330H. Questions about this policy and procedure may be directed to the Office of the Registrar at 303.871.4996.

MSLA Office Use Only:

Date Received: \_\_\_\_\_ Received by: Mail DU Law Email Processed by: \_\_\_\_\_ Date Processed: \_\_\_\_\_

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