

SUBSTITUTION/ EXCEPTION/ WAIVER FORM

Directions: Any course substitutions relating to, exception made to, or waiver of published degree requirements must be approved through use of this form.

Please state in the box below the substitution, waiver or exception requested. You should include the policy/requirement for which you are requesting a substitution, waiver, or exception as well as the specific proposed solution.

Student's Signature

Printed Name

Date

Faculty Advisor's Signature

Printed Name

Date

One additional signature is required.

- Substitutions, exceptions or waivers pertaining to **courses in the major, technical electives, or major-specific policies** must be approved by **the Department Chair or the Director of Undergraduate Studies** of the program in which the student is enrolled.

- Substitutions, exceptions or waivers for courses pertaining to **university-wide or WSE-specific policies** must be approved by the **WSE Assistant Dean for Undergraduate Academic Affairs**.

Department Chair's/DUS Signature or
Asst. Dean for Undergraduate
Academic Affairs Signature (circle one)

Printed Name

Date

NOTE: Both Engineering Advising and the student's Department Office should keep a copy in the student's file.