

SUBSTITUTION/EXCEPTION/WAIVER FORM

(Undergraduate)

*This form is to be submitted when an undergraduate engineering student is requesting a course **substitution**, **exception** made to, or a **waiver** of published degree requirements.*

Student: _____ **Hopkins ID (6 characters):** _____ **YOS: Select from Menu** **Major/Minor:** _____

Request for a: Substitution Exception Waiver

***Student:** In the "Request Description" text box below, please state the substitution, exception, or waiver requested. You should include the policy/requirement for which you are requesting a substitution, exception, or waiver as well as the specific proposed solution. **Faculty advisor:** Please approve the proposed solution by means of your signature. (Provide modifications, if applicable, before signing.)*

Request description	Student Signature	Faculty Advisor Name & Signature
		Name: _____ Signature: _____
		Name: _____ Signature: _____
		Name: _____ Signature: _____

Policy/Requirement type: University- or WSE-wide Major/Minor/Department specific (including department specific additions to JHU or WSE-wide policies)

Final Approval: One additional signature is required.

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

Approver Signature: _____ **Role:** _____ **Date:** _____

NOTE: Both WSE Undergraduate Academic Advising and the student's Department Office should keep a copy in the student's file. Additionally, the substitution/exception/waiver should be added to the student's **Degree Audit**. *(Form updated Dec. 2021)*