

# SUBSTITUTION/EXCEPTION/WAIVER FORM

(Undergraduate)

Submit this form when an undergraduate engineering student requests a course **substitution**, **exception**, or a **waiver** for a published University or WSE policy and/or degree requirements. Final submission of the form should be shared with WSE Undergraduate Academic Affairs (UAA) directly from the Academic Advisor or WSE Department, not from the student.

**Student's Full Name:** \_\_\_\_\_

**Hopkins ID (6 characters):** \_\_\_\_\_

**Year of Study:** \_\_\_\_\_

**Major/Minor:** \_\_\_\_\_

**Request for a:**  Substitution  Exception  Waiver

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

Example:

| <b>Request Description and Reasoning</b>  | <b>Relevant Policy/Requirement (include link if applicable)</b>   |
|---|---|
| I want to substitute xxx course for xxx to fulfill my xxx requirement. I took xxx before I switched majors. The course covers the same topics as xxx. | XXX Majors have to take xxx course for xxx requirement. See <a href="https://e-catalogue.jhu.edu/archive/20xx-xx/engineering/full-time-residential-programs/degree-programs/xxx/xx-engineering-bachelor-science/">https://e-catalogue.jhu.edu/archive/20xx-xx/engineering/full-time-residential-programs/degree-programs/xxx/xx-engineering-bachelor-science/</a> |

**Student:** In the "Request Description and Reasoning" text box below, please state the substitution, exception, or waiver requested. In the "Relevant Policy/Requirement" text box, include the policy/requirement and link (if applicable) related to the request.

| <b>Request Description and Reasoning</b> | <b>Relevant Policy/Requirement (include link if applicable)</b> |
|--|---|
|  |   |
|  |   |

**Student Signature:** \_\_\_\_\_

**Academic Advisor:** Please approve the proposed request by means of your signature. (Provide modifications, if applicable, before signing.)

**Academic Advisor:** \_\_\_\_\_

**Academic Advisor Signature:** \_\_\_\_\_

**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 Associate 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:** \_\_\_\_\_