PennDesign

REQUEST TO WAIVE DEGREE REQUIREMENT FORM

To request to waive a degree requirement, please fill out the following information, obtain the signature of the instructor of the waived course (if required by department) and your Department Chair, and return to the Office of Student Services, 110 Meyerson Hall. Please see the full policy on the back of this form.

Student Information *(please print clearly)*

Date:	**Term:**
Full Name:	**PennID:**
Program(s):	
Email Address:	

Waived Course Information

Course Code: _____**-**_____**-**_____ *(ex: ARCH-501-001)*
Course Title:
Term:

Proposed Alternate Course Information

Course Code: _____**-**_____**-**_____ *(ex: ARCH-501-001)*
Course Title:
Term:

Student Name (Please Print)	Student Signature	Date

Approvals:

Instructor of Waived Course Name (if required by department) Please Print and Sign	Date

Department Chair or Program Director Name (Please Print) and Sign	Date

Registrar Approval	Date

Waiving and Substitution of Courses

In some instances, students with a specialized background in a subject will be given permission to waive a required course. A course waiver waives the course requirement NOT the total credit needed to complete the degree. The credit must be completed by registering for a substitute course. To substitute a course a request to waive degree requirement form is completed by the student, approved by the instructor (*if required by department*) and approved by the Department Chair. The request to waive degree requirement form is online and in 110 Meyerson Hall. The approved form is submitted for review and processing to the PennDesign Office of Student Services. If approved, the waiver will be applied to the student's academic worksheet. The student will receive confirmation by e-mail.

Questions: registrar@design.upenn.edu