



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 and your Department Chair. Check with your department which approvals are needed. Please then return form to the Office of Student Services, 110 Meyerson Hall. The full waiving and substituting courses policy can be found [here](#).

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
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Approvals:

Instructor of Waived Course Name signature or email approval <i>*If required by your department</i>	Date
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Department Chair signature or email approval	Date
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Registrar Approval	Date
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