

WAIVER OF 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 if approvals are needed from both). Then return form to the Office of Student Services via email at

des-studentservices@design.upenn.edu.

Please review the full [waiving and substituting courses policy](#) before completing this form.

Student Information *(please print clearly)*

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

Waived Course Information

Course Code: _____ - _____ - _____ (ex: ARCH-5010-001)
Course Title:
Term in which course would have been taken:
<p>Please select the relevant CU replacement requirement below. If you are unsure, check with your department.</p> <p><input type="checkbox"/> Waived course can be replaced with any graduate-level elective in the department.</p> <p><input type="checkbox"/> Waived course can be replaced with any graduate-level course.</p> <p><input type="checkbox"/> Department requires waived course to be replaced with specific course.</p> <p><i>(add course information below)</i></p>

Replacement Course Information *(only fill out if you selected the last option above)*

Course Code: _____ - _____ - _____ (ex: ARCH-5010-001)
Course Title:
Term in which replacement course will be taken:

Student Name (Please Print)

Student Signature

Date

Approvals:

Instructor of Waived Course Name signature or email approval

Date

****If required by your department***

Department Chair or Program Director Name signature or email approval

Date

****If required by your department***