Graduation Waiver and Substitution Form

Department Chairs must complete the following form in order to waive or substitute a class from a student’s degree plan for graduation. Once complete, please send to appropriate dean for signature.

First Name: Click here to enter first name. Last Name: Click here to enter last name.

S#: Click here to enter your S number. Catalog Year: Click here to enter catalog year.

Major: Click here to enter your major.

Note: Waivers and substitutions on this form apply to the above program only.

Request for a Waiver

Requirement: Click here to enter the program requirement.

Justification: Click here to enter justification for the waiver.

Department Chair: Date:

Dean: Date:

Request for a Substitution

Requirement: Click here to enter requirement. Substitution: Click here to enter substitution.

Justification: Click here to enter justification for the substitution.

Department Chair: Date:

Dean: Date:

For Official Use Only

Posted in Degree Works By: Date: