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 see 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:

Proposed Alternate Course Information

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

Stuart Weitzman School of Design, Office of Student Services, Location: 110 Meyerson Hall
Email: des-studentservices@design.upenn.edu
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