

**Whiting School of Engineering**  
**SUBSTITUTION/EXCEPTION/WAIVER FORM**

*Directions: Any course substitution relating to, exception made to, or waiver of published degree guidelines must be approved through use of this form.*

Please state in the box below the substitution, waiver or exception requested.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Advisor's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

One additional signature is required.

● Substitutions, exceptions or waivers pertaining to ***courses in the major or technical electives*** must be approved by the ***Department Chair*** of the program in which the student is enrolled.

● Substitutions, exceptions or waivers pertaining to ***all other courses*** must be approved by the ***Engineering Advising Office*** in Shaffer 103.

\_\_\_\_\_  
Department Chair's Signature or  
Eng. Advising Office Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

NOTE: A signed copy of this form must remain in the student's departmental file.