



COURSE SUBSTITUTION & WAIVER FORM

STUDENT NAME: \_\_\_\_\_

Student ID: \_\_\_\_\_

Student Level: Fr: \_\_\_ So: \_\_\_ Jr: \_\_\_ Sr: \_\_\_ Tch Cert: \_\_\_ Grad: \_\_\_

Major: Mechanical Engineering

SUBSTITUTION

WAIVER

Course Requirement \_\_\_\_\_  
Course Requirement \_\_\_\_\_

Substitution Course \_\_\_\_\_  
Substitution Course \_\_\_\_\_

→Substitution requests: please provide course description.

Course to be Waived one ME elective (3 credits)  
Course to be Waived \_\_\_\_\_

Justification See below \*\*  
Justification \_\_\_\_\_

→Waiver requests: please include justifying documentation.

Course Requirement Category: Major/Dept. Requirement:  General Education: \_\_\_\_\_ Elective

Request: I am requesting a course substitution and/or waiver. I understand the waiver does not grant any college credit and if approved, will only satisfy subject matter. Return completed form to the Office of the Registrar.

Justification

Please attach a rationale for your request. You should also attach any additional information which may support your request (i.e., a detailed description of knowledge/skills that have been obtained through other courses or life experience, catalog description(s), course outline(s), test(s), term paper(s), letter of explanation from course instructor(s), letter of support from employer(s), etc.).

Signatures (must be obtained in order):

(circle one)

Student Advisor: \_\_\_\_\_

Date: \_\_\_\_\_

Informed

Dept. Chair for Course to be Substituted or Waived: \_\_\_\_\_

Date: \_\_\_\_\_

Approved or Denied

Dean of Student's Major: \_\_\_\_\_

Date: \_\_\_\_\_

Approved or Denied

Dean of Course to be Substituted or Waived: \_\_\_\_\_

Date: \_\_\_\_\_

Approved or Denied

If signatories are not in agreement, the Provost must sign.

Provost: \_\_\_\_\_

Date: \_\_\_\_\_

Approved or Denied

Reason for Denial (Notes/Comments):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*If a ME student under catalogs prior to 17/18 catalog AND has accumulated 3 Extra credits from ME350, ME410, ME498, and/or ME499, then the student can be waived for one ME elective