



## WAIVER/SUBSTITUTION OF DEGREE REQUIREMENT

The following student has approval to make the substitution(s) shown below to meet graduation requirements. Please return the completed original form to the Registrar's Office.

**MOUNT ST. JOSEPH  
UNIVERSITY**

**Student's Name:** \_\_\_\_\_ **ID #:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(Please print)*

**School of:** \_\_\_\_\_ **Major:** \_\_\_\_\_

Substitute Course Taken		Degree Requirement Fulfilled	
Course #/Title	Credits	Course #/Title	Credits

**Justification for waiver and/or substitution:** \_\_\_\_\_

**Minimum letter grade required for substituted course:** \_\_\_\_\_

**Requested by:** \_\_\_\_\_ **Date** \_\_\_\_\_  
*(Signature of Student)*

**Approved by:** \_\_\_\_\_ **Date** \_\_\_\_\_  
*(Signature of Program Chairperson\*\*)*

\_\_\_\_\_  
*(Signature of Program Chairperson\*\*)* **Date** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date** \_\_\_\_\_  
*(Signature of School Dean\*\*)*

**Approved by:** \_\_\_\_\_ **Date** \_\_\_\_\_  
*(Signature of School Dean\*\*)*

**Approved by:** \_\_\_\_\_ **Date** \_\_\_\_\_  
*(Signature of Office of Provost, if necessary\*)*

\*Courses needing acknowledgment of the Office of Provost are related to core curriculum exceptions or University graduation minimum requirements.

\*\*Chairperson of the program for which the exception(s) are being requested (i.e. Math Chair for MTH courses; Psychology Chair for PSY courses; etc.). If more than one program is involved with this request (i.e. dual major or minor exception), each Chairperson's and School Dean's signature is required for approval.