

## COURSE WAIVER, EXEMPTION AND SUBSTITUTION FORM

This form may be used by declared undergraduate majors or minors in 501, 762, 832, 833 and 971 within the Bloustein School. This form **should only be used** when the student requests a waiver from or an exception to a specific course requirement within the major or minor. The student should complete this form and obtain the appropriate signatures in order from the:

- 1). Bloustein School student counselor - or in some cases faculty member teaching the course.
- 2). Undergraduate Program Director at the Bloustein School.
- 3). Dean's signature (bring back to counselor who will obtain this).

The student will receive an official notification from the school and exception added to **Degree Navigator**. (Note: The waiver of a requirement and/or substitution **does not waive** the credit value. The student must still complete the required number of credit hours toward the degree.)

RUID

Last Name

First Name

Major/Minor

Email Address

Please identify the course number(s) and title(s) requesting to be waived and the substitution.

Course(s) Waived

Course(s) Substitute

Comments/reason for change:

Samples: "Course XXX is not offered in a term available to the student and course XXX is equivalent as a substitute."  
"Student has had a course/significant training in course XXX in the past at a prior institution, therefore a general elective is being substituted."

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Counselor/Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Program Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Dean

\_\_\_\_\_  
Date