

## Course Waiver Form Records Office

Students may petition to have a degree curriculum requirement waived, with the approval of the student's advisor and the department chair. If first year credits are waived, an equivalent number of credits must be earned in upper-division work and added to the upper-division credit totals. Liberal arts and studio credits are not interchangeable.

\_\_\_\_\_  
MCAD Student ID

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

**1. Course to be waived:**

\_\_\_\_\_  
Course Number

\_\_\_\_\_  
Course Title

\_\_\_\_\_  
Number of Credits

\_\_\_\_\_  
Department

**2. Substitute course (check one):**

**MCAD**

\_\_\_\_\_  
Course Number

\_\_\_\_\_  
Course Title

\_\_\_\_\_  
Number of Credits

\_\_\_\_\_  
Department

**Other College/University**

\_\_\_\_\_  
Course Number

\_\_\_\_\_  
Course Title

\_\_\_\_\_  
Number of Credits

\_\_\_\_\_  
Name of College/University

\_\_\_\_\_  
Faculty Advisor Signature

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Registrar Signature

\_\_\_\_\_  
Today's Date

*Return this form to the Records Office at [records@mcad.edu](mailto:records@mcad.edu) or Morrison M103.*