



# Permission to Waive or Substitute Degree Requirements

Office of the Registrar, Viterbo University; 900 Viterbo Drive; La Crosse WI 54601

Phone: 608-796-3180

[www.viterbo.edu](http://www.viterbo.edu)

email: [registrar@viterbo.edu](mailto:registrar@viterbo.edu)

Student Name \_\_\_\_\_ Catalog Year \_\_\_\_\_

Student ID \_\_\_\_\_ Major(s) \_\_\_\_\_

Minor(s) \_\_\_\_\_

Please complete one of the below, as applicable.

### Requirement To Waive or substitute for:

\_\_\_ major requirement \_\_\_ support course requirement \_\_\_ minor requirement

Requirement to be waived or substituted \_\_\_\_\_

Provide rationale for the waiver/substitution: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is another course being substituted? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, Course/Title \_\_\_\_\_ Semester/year taken (or will be taken) \_\_\_\_\_

Faculty adviser signature \_\_\_\_\_ Date \_\_\_\_\_

Department chair signature \_\_\_\_\_ Date \_\_\_\_\_

School dean signature \_\_\_\_\_ Date \_\_\_\_\_

### Academic Vice President Administrative Waiver –

Waives or substitutes any general education, overlay, competency, or final degree requirements.

Requirement to be waived or substituted \_\_\_\_\_

Provide rationale for the waiver/substitution: \_\_\_\_\_

\_\_\_\_\_

Is another course being substituted? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, Course/Title \_\_\_\_\_ Semester/year taken (or will be taken) \_\_\_\_\_

Requested by \_\_\_\_\_ Date \_\_\_\_\_

(Course) Department chair/dean signature \_\_\_\_\_ Date \_\_\_\_\_

General Education Coordinator signature \_\_\_\_\_ Date \_\_\_\_\_

Academic Vice President or Assistant Academic Vice President signature \_\_\_\_\_ Date \_\_\_\_\_

Note: waivers correspond to a student's program in the degree audit. A student changing programs should notify the Registrar's office that past approved general education/overlay/competency/final requirement waivers may be applicable to the new program.

Student must provide original to Registrar and copies to adviser, dean of school and self.

For office use: Date entered \_\_\_\_\_ By: \_\_\_\_\_

Requirement Waiver, 2/22/2018