



Degree Requirement Substitution / Waiver

INSTRUCTIONS:

1. Discuss the request with your advisor. Your advisor will sign the form showing his/her decision.
2. You or your advisor must submit this form to your Dean and the course's Dean for their decisions. (Your advisor can direct you to the appropriate deans.)
3. The form must be returned to the Registrar's Office after all signatures are obtained.
If you need any further instruction or assistance, please contact the Registrar's Office at 425/889-5228.

ID # _____ Name _____

Date ___/___/___ Daytime Phone (____)_____ Email _____

Class Level FR SO JR SR Graduate Level

Major _____

Concentration/Minor/Endorsement _____

Credits earned at NU _____ Catalog Year of Degree _____

Are you receiving VA Benefits? No Yes – VA Coordinator's Review _____ Date _____

Action Requested

Changes to degree requirements governed by catalog policy must be directed to the Provost's Office via an Academic Petition.

Degree Requirement Substitution

The specifically required course is substituted by another course or demonstrated competency. Credits given are based on the course used to substitute, not the course being substituted. Additional credits cannot be earned through a substitution-they are based on the course actually taken.

Course Code & Title _____ Credits _____ for _____ Course Code & Title _____

General Ed Course?

No Yes

Transfer Course? No Yes – College Name _____

Degree requirements are directly tied to specific competencies. You MUST explain how these competencies have been satisfied:

Waivers are rare exceptions to published degree requirements. Therefore all attempts to substitute completed courses for the requirement are made prior to considering a Degree Requirement Waiver

Degree Requirement Waiver

The specific course or competency requirement is waived with no credit awarded.

Course Code & Title or Requirement _____

General Ed Course?

No Yes

Approvals:

Yes No Conditions* Student's Advisor _____ Date ___/___/___

Yes No Conditions* Student's Dean _____ Date ___/___/___

Yes No Conditions* Course's Dean _____ Date ___/___/___

*Conditions _____

