Memorandum to the Registrar

Waiver of a Graduation Requirement (WGR)

I have examined the educational credentials and academic plans of the student named below and recommend that the following required course or requirement be waived as a condition for graduation.
No credit is to be transferred or granted.

Student Information:

Student **LAST** Name:	[PRINT CLEARLY]	Student **ID** Number ▼	
Student **FIRST** Name:	[PRINT CLEARLY]		
Student Major:	□ BSE □ CE □ ChE □ EE □ ME	Grade Level:	□ 1st □ 2nd □ 3rd □ 4th □ Grad
Residential Address:			
Contact Information:	Email: Phone:		
Are you an International Student?	□ Yes* □ No	*If yes, please have DSO sign: _____ Date:	

Required Course Information:

Course Code ▼	Course Title ▼	Number of Credits ▼

Reason(s) for Waiver:

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- - - STOP HERE: Please save file as is and email document to Betsy Quitugua in the Dean's Office. Betsy will take care of signatures. - - -

Required Signature:

Get 'one' of the following signatures: □ your Academic Advisor □ Engineering Department Chair	(Print) (Sign)	Date:
Dean Signature:	(Sign)	Date: