

Last 16-Hour Waiver Request

Per the MSU Undergraduate Catalog, the last 16 hours preceding a student's graduation must be earned from MSU. The goal of this policy is to prevent students from enrolling in courses which will not satisfy degree requirements, and is therefore in place to protect degree candidates. By completing this form, you are officially requesting an exception be made to this policy.

Students should email the completed form to the Academic Advisor or Department Chair. Approvers will add electronic signatures and forward to the next approver until Registrar approval is completed. You will be notified when approval or denial of your request has been determined.

Please print clearly

Name: _____ MSU ID #: _____

Mailing Address: _____

Email Address: _____ Phone #: _____

Student Signature: _____ Date: _____
(type in name to serve as your signature and confirm your request)

List course(s) below for which a waiver is being requested:

Name of Institution	Course # and Title	Credits	MSU Course*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*If you are requesting to substitute the courses for a Morehead State University course, please list the MSU course # and title. If the course is NOT on MSU's course equivalency file, this request must be accompanied by an approved substitution form.

Dept Chair or Adviser Signature: _____

Check one: Approved Denied

****If approved, please ensure any necessary substitution form is attached to this request.***

Degree Auditor Signature: _____

Will degree requirements be satisfied by successful completion of requested courses? Yes No

If no, list reason(s): _____

Registrar Signature: _____

Check one: Approved Denied