

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. Return the completed form to the Office of the Registrar (201 Ginger Hall, Morehead, KY 40351). 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: _____

List course(s) 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.

Department Chair or Adviser: _____ Date: _____
 Circle one: Approved Denied

****If approved, please ensure any necessary substitutions are attached to this request.***

Degree Auditor: _____ Date: _____
 Degree requirements will be satisfied by successful completion of requested courses? Yes No
 If no, list reason(s): _____

Registrar: _____ Date: _____
 Circle one: Approved Denied