



Instructions to Fill Out Course Waiver or Replacement Request Form

- Fill in your first and last name, the date you submit the form, your Rensselaer Identification Number (RIN), and your email address (personal and RPI email accepted).
- Check box for your program of study.
- List course number and course name of the course you wish to waive. (For example, 6190 — Intro to Accounting and Financial Management)
- Check the top two boxes to indicate that you are submitting your transcript showing the prior course names and course numbers that qualify you to make this waiver request.
- Check the final box, “Additional Information,” and write in:
 - A. Course(s) code/number/title/final grade/semester and year taken from your transcript.
 - B. Identify the replacement course code/number/name
- Leave “Lally Staff Only” section blank.
- Submit this form and transcript to Sonja Francis at francs@rpi.edu