

Course Waiver/Substitution Form

Department of Urban Design and Planning

Instructions:

1. Fill out the top portion of the form, specifying what you are requesting and why.
2. Attach the syllabus of the course you already took (waiver) or request to take (substitution) and, if applicable, a transcript.
3. If requesting a waiver or substitution for a specific MUP course, obtain the review and signature of the regular instructor for that MUP course.
4. Return the form, syllabus, and (if applicable) transcript to Diana Siembor in 410 Gould Hall by the third day of the quarter in which the request takes place.* Diana will facilitate the review by the Department Chair.
5. Await the decision of the Department Chair, which will be sent by email.**
6. Make the necessary changes to your schedule (ex: add/drop the course yourself; staff do not do this)

**Returning the form by the third day of the quarter ensures timely review prior to the end of the free add/drop period. Forms submitted after the third day of the quarter will be reviewed, but the results may not be known until after the free add/drop period ends. Students will be responsible for fees associated with changes to their schedule after the free add/drop deadline.*

***Alternative Coursework Petition decisions are not final until the Department Chair has reviewed and signed the form. Please do not anticipate an outcome until you hear the final result.*

Student Name: _____

Date: _____

Request for:

- Waiver
- Substitution
- Transfer of Credits

Specifically, I would like to:

The reasons for this request are:

Recommendation of regular faculty instructor for class (if applicable):

- Approved
- Not Approved

Name of Faculty Instructor (please print)

Signature of Faculty Instructor

Date

Action by Department Chair:

- Approved
- Not Approved

Signature of Department Chair

Date