

# Course Waiver/Substitution Form

## Department of Urban Design and Planning

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### 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 MUP Program Director or Department Chair.
5. Await the decision of the MUP Program Director or Department Chair, which will be emailed to you by Diana.\*\*
6. Make the necessary changes to your schedule (ex: add/drop the course yourself; staff do not do this)

*\*Return the form by the third day of the quarter to ensure 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.*

*\*\*Course waiver and substitution decisions are not final until the MUP Program Director or Department Chair has reviewed and signed the form. Please do not anticipate an outcome and wait for the final decision.*

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Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Request for:

- Waiver
- Substitution
- Transfer of Credits

Specifically, I would like to:

The reasons for this request are:

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### 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 MUP Program Director or Department Chair:

- Approved
- Not Approved

Signature of MUP Program Director or Department Chair

Date