

# Course Waiver/Substitution Form

## Department of Urban Design and Planning

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### Instructions:

- Fill out the top portion of the form.
    - For waiver: attach the syllabus of the course you already took and a transcript showing your grade in the class.
    - For substitution: attach the syllabus of the course you are requesting to use as a substitute.
  - Submit your request form, syllabus, and transcript (if applicable) to the regular faculty member who teaches the MUP course that you are requesting to waive or substitute. The faculty member must sign the form to approve the request (digital signatures are OK). *Please allow two weeks for the review.*
  - Submit the signed request form, syllabus, and transcript (if applicable) to Diana Siembor to facilitate the review by the MUP Program Director or Department Chair. *Please allow up to one week for review.* The decision will be emailed to you.
  - After receiving the decision, make the necessary changes to your schedule (ex: add/drop the course yourself; staff do not do this)
  - Notes: *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 or make changes to your schedule until the final result is known. Please be aware of the add/drop deadlines and fees, available on the UW Academic Calendar.*
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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