

# Petition for Course Waiver

## Wayne State University School of Information Sciences Master's Degree

Name: \_\_\_\_\_ WSU ID: \_\_\_\_\_  
Last First Maiden or Middle

Home Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country (if not U.S.): \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Concentration: \_\_\_\_\_

**PROCEDURES FOR SECURING APPROVAL FOR COURSE WAIVER**

- 1) Request written permission (an email is sufficient) from the relevant Lead Instructor to have the course credits waived.
  - a) Additional evidence may be requested to make a decision.
  - b) Written explanation of why the waiver request is appropriate. This will clearly describe how this waiver fits into the student's overall Plan of Work and is to be submitted at the time of the request. **Attach a 250-400 word justification to this form.**
- 2) Complete this "Petition for Course Waiver" form and submit it to the Lead Instructor for approval.
- 3) Complete Change in Plan of Work form, if necessary.

(1) Waived course

Term/Yr.	Dept. and Number	Course Title	Credits	Replacement Course Number

Remarks, as necessary:

Petition for Waiver:

\_\_\_\_\_  
 Student's signature Date

Petition approved and waiver  
 for class recommended by:

\_\_\_\_\_  
 Lead instructor's signature Date

Petition authorized  
 by SIS:

\_\_\_\_\_  
 Reviewed by Date