INSTRUCTIONS FOR COMPLETING A PS/LS WAIVER REQUEST FORM

Read these instructions carefully:

• State your request clearly and concisely. Provide enough background so your petition can be understood by those who do not know the details. Failure to provide adequate information may result in denial or delay of your request.

• Provide supporting documentation for the facts you state (official course description, syllabus, transcript, etc.).

• Your request must be made upon “reasonable grounds.” Please refer to the following examples:
  1) Equivalent standard/substitution. An alternate course is substituted for a required course.
  2) Reasonable progress. Credit hours affected by quarter-to-semester conversion (e.g., 4 quarter credit hours converts to 2.68 semester credit hours).
  3) Misadvisement/misinformation. A qualified university advisor gave you incorrect information. (Note: If this is used as the basis for your request, provide written verification/proof of the misadvisement.)
  4) Unreasonable obstacles. A requirement is physically impossible for you to complete.
  5) Circumstances beyond your control. The university made a mistake in processing paperwork.
  6) Other reasonable grounds. Circumstances which do not fit any of the above categories.

• Return the completed waiver in one of the following ways:

  Via U.S. Mail: COS Advisement Office, SL 203M
                  2512 University Circle
                  Ogden, UT  84408

  Via Fax: 801-626-7445 (Attn: Jane Stout)

  Via Email*: jstout@weber.edu

*Due to FERPA guidelines, all electronic correspondence must be sent from your Wildcat email account.