

WEBER STATE UNIVERSITY
INSTRUCTIONS FOR COMPLETING A WAIVER REQUEST FORM

Read these instructions carefully. State your request clearly and 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.

All requests must be documented with verifiable proof of the facts you state.

Your request must be made on “reasonable grounds.” Please review the following examples:

- Misadvisement/misinformation: Someone at the university gave you wrong information. If this is used as the basis of your request, please provide written verification/proof of the misadvisement.
- Unreasonable obstacles: A requirement is physically impossible for you to complete.
- Equivalent standard or substitution: An alternate course is substituted for a required course.
- Reasonable progress: Credit hours affected by semester conversion process. Example: 3 quarter hours = 2 semester hours.
- Circumstances beyond student’s control: The university made a mistake in processing paperwork.
- Other reasonable grounds. Circumstances which do not fit any of the above.

Return completed waiver request to:

Science Advisement Office
Weber State University
2512 University Circle
Ogden, UT 84408-2512

or

Ali Miller
amiller@weber.edu
Science Lab 229