

GENERAL EDUCATION WAIVER REQUEST FORM

Weber State University
College of Social & Behavioral Sciences

Name: _____ Student ID Number: W _____

Address _____ City _____

Phone Number(____) _____ ST _____ Zip _____

E-mail Address: _____ Date of Request _____

GROUND FOR REQUEST: (Check one)

- | | |
|---|---|
| <input type="checkbox"/> 1. Misadvisement/ misinformation
(Documentation required) | <input type="checkbox"/> 4. Unreasonable obstacles |
| <input type="checkbox"/> 2. Equivalent standards/substitution | <input type="checkbox"/> 5. Circumstances beyond your control |
| <input type="checkbox"/> 3. Reasonable progress | <input type="checkbox"/> 6. Other reasonable grounds |

STUDENT REQUEST: (You must write a brief statement. Either type a short statement or use the back of the form if necessary. Please provide as much information that may pertain to your request.)

ACADEMIC ADVISOR: _____ **DATE:** _____

Comments and Recommendations: _____

DEAN: _____

Comments: _____

**College of Social & Behavioral Sciences
WEBER STATE UNIVERSITY**

INSTRUCTIONS FOR COMPLETING A WAIVER REQUEST FORM

Read these instructions carefully.

State your request clearly and provide enough background information so your petition can be understood by those who do not know the details. Allow up to **2 weeks** for a decision to be made and state the best way to contact you with the decision (email preferable). 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 (i.e. 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:

Danielle Marble
Weber State University
1216 University Circle
Ogden, UT 84408-2512

or

Danielle Marble
daniellemarble@weber.edu
Social Science Building 138