INSTRUCTIONS FOR COMPLETING A PHYSICAL/LIFE SCIENCE WAIVER REQUEST FORM

Read these instructions carefully:

• State your request clearly and concisely. Provide enough background information 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 in any of the above categories.

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

  Via U.S. Mail: COS Academic Advisement Office  
  1415 Edvalson Street, Dept 2512  
  Ogden, UT 84408-2512

  Via Email*: jstout@weber.edu

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