Instructions for Completing A Waiver Request Form
Check-Off Worksheet
Social Work Program

► NOTE: Carefully read all of these instructions and check off the steps as you do them. It is important for you to complete all of the steps that apply. Failure to follow the instructions may result in a denial or delay of your request. Requests without proper documentation will not be acted upon. Please attach additional sheets of paper for detailed explanations.

► You must submit a written request using the “waiver request form”. Please type or print and state your request clearly and provide enough background information so your petition can be understood by those who do not know the details. All requests must be documented with verifiable proof of the facts you state.

► Your request must be based on “reasonable grounds.” Extenuating circumstances such as minor illnesses, work conflicts, car trouble, etc., are not generally considered grounds for a waiver. Please review the following examples:


2. Unreasonable obstacles. A department requirement is physically impossible for you to complete. Please provide a doctor’s written statement verifying the condition.

3. Equivalent standard or substitution. You petition to take (or have taken) an equivalent course in another department. A required social work class is not available during a term you need to take the class. Not taking the class would result in a hardship/delay in your program.

4. Reasonable progress. Waiver of academic suspension policy because of marked improvement in your previous semester’s GPA.

5. Circumstances beyond student’s control. The university made a mistake in processing paperwork, the computer was down. Provide verifiable proof or documentation of these circumstances.

6. Other reasonable grounds. Provide documentation of other grounds for a waiver, that in your opinion, are reasonable.

COMPLETE THIS FORM ON THE REVERSE SIDE. ATTACH DOCUMENTATION.

► Your request will be reviewed by the Appeals & Waivers Committee. You will be notified of their decision by a letter.
Waiver Request Form  
Social Work Program  
Weber State University  
(Please read instructions on reverse side before completing this form)

Name_________________________ W#_________________________

Address_________________________ City_________________________ State______ Zip___________

Home/Cell/Work Phone ________________________________

Email must be Wildcat Email
Due to a federal privacy act that protects students' educational records (FERPA), I am only able to conduct official Weber State University business through your WSU email account (Wildcat Mail) or in person with a photo ID. Please send your message through your Wildcat Mail, which you can access by logging into your student portal on WSU's homepage weber.edu

___ Attach a copy of your transcript to the “Waiver Request Form” – this does not have to be an official transcript, but should contain the information needed for your request.

___ Turn in your request to the Social Work & Gerontology Office, SS140.

Grounds for Request (check one):

___ 1. Misadvisement/misinformation

___ 2. Unreasonable Obstacles

___ 3. Equivalent standard/substitution

___ 4. Reasonable progress

___ 5. Circumstances beyond your control

___ 6. Other reasonable grounds

Please write a brief, clear statement of your request in the space below. Longer explanations may be attached, but the nature of your request must be clearly stated on this page. Waiver requests not correctly filled out will be returned without action. Example: I am requesting a waiver of the SW1010 prerequisite before taking SW3200 because (give details).

Student Signature _____________________________ Date ______________

* * *Waiver Committee * * *

Approved Denied Date Reviewed ______________

Comments:

Committee Signatures: ____________________________