

GRADUATE SCHOOL OF INTERNATIONAL MANAGEMENT

REQUEST FORM FOR WAIVER

Students are eligible to apply for a waiver from a maximum of two (2) Basic Courses (Students cannot receive waivers for elective courses). As no credit is given to a waived course, students waived from the Basic Course(s) must substitute credit(s) of the waived course(s) with another course credit(s) to fulfill the minimum credit requirements for a term and for graduation

Procedures:

In order to be granted a waiver, you must have taken an equivalent graduate-level course and received a grade of B (or equivalent) or better, or demonstrate your proficiency in the subject matter by passing an oral and/or written examination. You are required to submit this form and any required supporting documents to the OAA **by the deadline for the completion of course registration each term**. A waiver is granted upon approval of (1) the instructor of the relevant course for that academic year and (2) the Dean's Office.

I hereby request for a waiver from the course below.

Date of request: _____

Student # _____ Name: _____

Course title for which you would like to be granted a waiver:

Total number of waived course(s) including the above course: _____

Name of the instructor of the course: _____

Approval signature by the instructor: _____

Approved date: _____

(office use only)

Approval by the Dean:

Signature: _____

Approved date: _____

Administrative use
