

**Application for Waiver of EDUC Courses  
College of Education and Human Services (CEHS)**

This form is for graduate students requesting to waive an EDUC course. Before requesting a waiver, make sure that:

- You completed the course considered equivalent within 5 years.
- You earned a minimum grade of C in the equivalent course.
- There is significant overlap between the content of the equivalent course and the one for which the waiver is sought, including comparable depth and breadth of topics and the learning outcomes of the two courses are similar.

**Instructions**

Send an email to the CEHS Associate Dean of Graduate Studies, [jody.clarke@usu.edu](mailto:jody.clarke@usu.edu), with the subject heading: "EDUC Course Waiver Request". Your email should contain the following:

1. *Email message:* In the body of your email, provide a brief summary of how the courses are equivalent and any additional information that may not be apparent from the syllabus.
2. *Course Syllabus:* Attach the syllabus for the course(s) you believe to be equivalent.
3. *Transcript:* Attach a copy of your transcript that has the equivalent course grade and completion date.
4. *Application for Waiver form:* Attach a completed copy of this form.

**Completed by the Student**

Student Name: \_\_\_\_\_ A#: \_\_\_\_\_

Program: \_\_\_\_\_ Degree: (e.g., PhD, EdD) \_\_\_\_\_

Advisor or Chair: \_\_\_\_\_

**Course Information**

Prefix and Number of Course Requested to be Waived (e.g., EDUC 6570): \_\_\_\_\_

Prefix and Number of Course Considered Equivalent: \_\_\_\_\_

Title of Course Considered to be Equivalent (as appears on your transcript): \_\_\_\_\_

Institution Where Course was Taken: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

Date Taken: \_\_\_\_\_ Course Grade: \_\_\_\_\_

**Completed by the CEHS Associate Dean of Graduate Studies**

Date Processed by CEHS: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Initials of approver: \_\_\_\_\_