



WASHINGTON STATE UNIVERSITY

**College of Education,
Sport, and Human Sciences**

Application for Course Waiver in College of Education, Sport and Human Sciences

Student's Name: _____ WSU ID: _____

WSU Course Requested to be Waived (Course Prefix & Number): _____

Equivalent Course asking to be Substituted (Prefix & No.): _____

Equivalent Course Title: _____

Institution Where Course was Taken: _____

Instructor's Name: _____

Date Taken: _____ Course Grade: _____

Advisor's Name: _____

Advisor's Signature _____

What WSU Course are you asking to Enroll (Course Prefix and No.): _____

What enrollment term would you like to enroll in this course: _____

Campus of Enrollment: _____ Class # or SLN: _____

1. Attach a copy of the course syllabus, including texts, required readings, course requirements, course activities, examinations, and other pertinent data.
2. Attach a description of the course, including basic objectives, methods used to achieve those objectives, and any other data or project that reflects the learning objectives that is not immediately apparent from the syllabus.
3. Outline the points of correspondence between the course requested to be substituted and the WSU course requested to be waived. Keep in mind that we are assessing equivalence and not total duplication of course content.
4. An electronic copy of the *Course Waiver Form* and related documents must be emailed to CESHS Office of Graduate Studies at gradstudies@wsu.edu.
5. To ensure timely processing and course enrollment, waivers must be submitted on, or before, one month prior to start of term.
6. Approved course waivers are not considered as transfer credit and are not counted towards graduation requirements for a degree.

For CESHS Office of Graduate Studies use only

Date Processed by CESHS _____ Approved _____ Denied _____

Approved by CESHS officer _____

Signature of COE Officer
