



Prerequisite Course Waiver Form and Procedures

If an applicant has taken or is considering taking a course that is similar to a prerequisite course but it's not listed on our [course equivalency chart](#), use of that course must be approved by the appropriate advisor.

Please complete the waiver process at least six weeks before the application deadline.

Waiver Request Procedures

1. Applicants submit a waiver form, a course description from the university or college's bulletin and other supporting documentation to the advisor.
2. The advisor reviews the materials and makes a recommendation by completing and signing the waiver form.
3. The advisor sends the signed waiver form to the appropriate admissions coordinator and also emails the applicant with their decision.
4. The waiver materials are placed in the applicant's file.

Prerequisite course education advisors

Prerequisite Course	Advisor Name	Email	Phone Number
Math 211, 212, 213	Eva Thanheiser	evat@pdx.edu	503-725-3628
LIB 428 and LIB 528	Jason Ranker	jranker@pdx.edu	503-725-4629



Course Substitution/Waiver Request Form

Name: _____ PSU ID: _____ Date: _____

E-Mail: _____ Program: _____

Please check the box that pertains to your request and/or list the course to substitute or waive.

LIB 428 ESOL Course(s): _____

MTH 211 Library Media Course: _____

MTH 212 ReadOregon Course(s): _____

MTH 213

Departmental Rec. Course(s): _____

Other program course(s): _____

List substituting course(s) or rationale for waiver:

I understand the above listed course(s) will only be officially substituted/waived after the College of Education receives a signed, approved form from the appropriate advisor and that I am responsible for submitting any transcripts, syllabi, or other documentation deemed necessary for the completion of this form to the advisor along with this form. By entering my initials below, I am stating that the information presented in this request is true and accurate. Students who submit false information are in violation of campus policy and may be subject to disciplinary action.

Initials: _____ Name: _____

Department Use Only:

- Approved
- Conditionally Approved
- Denied

Approving Advisor Date

Conditions (if applicable):

- Approved
- Conditionally Approved
- Denied

Program Coordinator Signature (if necessary) Date

Conditions (if applicable):

This form is used to request an exception to the existing policies or guidelines. Complete this form in its entirety and attach any supporting documents as appropriate, along with other required forms. This petition is to be used only for matters that fall within the jurisdiction of the department or college. Student is responsible for filing other petition forms as necessary (e.g., transfer of credit, out of date validation, etc.) with the Office of Graduate Studies and other offices on campus.