

EHS Degree Requirements Waiver Request Doctoral & Master's Programs

Student Name _____ Degree Program _____

Advisor Name _____ Division _____

Date of Request _____ (MM/DD/YY)

Course name and number _____

Reason for waiver request _____

Documentation supporting waiver request (e.g. syllabi). Please note the name of document and attach a copy to this form. _____

I understand that this waiver must be approved by my advisor, the program director and the Department Chair if the course is a departmental or School requirement. If the request is for the waiver of a School requirement, the School's Committee on Academic Standards must also approve.

Signature of Student

Date

Signature of Advisor

Date

Signature of Program Director

Date

Signature of Department Chair (Dept/School requirements only)

Date

EHS Degree Requirements Waiver Policy:

1. Each program shall have a clearly stated list of required courses and other required elements. This list should indicate whether or not any given requirement may be considered for a waiver.
2. Waivers will usually be based on having taken a similar, graduate-level course(s), with a passing grade, in another division of JHU or another university. "Similarity" shall be based on comparison of the course syllabi by the relevant JHU course director.
3. The waiver approval process will depend on whether or not the program and/or the specific requirement are Department or School-based versus Division-based. For Department or School programs or requirements, approval must be granted sequentially by the student's advisor, the program director, and the Department Chair. For Divisional programs, approval must be granted sequentially by the student's advisor and the program director.
4. All waiver requests must be submitted on this form to the Office of Educational Programs. Once approved, documentation of the waiver will be maintained in the student's file.

*****Please submit this request to the Office of Educational Programs (E7039).*****

Office Use Only

Date request received _____ Departmental or School requirement _____

If School requirement, Committee on Academic Standards approval date _____

Student Record updated

8/24/07