

The top portion of this form is to be completed by the student, and then taken to the appropriate individuals for recommendations, comments, and signatures. If any or all individuals recommend disapproval, this request will continue to the Dean or designee of the Graduate College for final determination.

All Information Must Be Typed

Student's Name:

Z Number:

First

MI

Last

Student (Signature)

Date

Attach a letter outlining the details of your request. The letter must include the requirement you wish to have waived (please use [FAU Course Catalog](#) language), the precise action to be taken, and the justification or reason for the request. In explaining the request, you may choose to describe the circumstances that led to this situation, explain why a requirement waiver is the best remedy, and state specific ways an approval would solve the problem (please be detailed).

Comments (Attach a letter if necessary):

I recommend the following action:

Approval

Disapproval

Student's Advisor or Program Coordinator (Signature)

Date

Student's Advisor or Program Coordinator Email

I recommend the following action:

Comments (Attach a letter if necessary):

Approval

Disapproval

Department Chair or Designee (Signature)

Date

I recommend the following action:

Comments (Attach a letter if necessary):

Approval

Disapproval

College Dean or Designee (Signature)

Date

I recommend the following action:

Comments (Attach a letter if necessary):

Approval

Disapproval

Dean of the Graduate College or Designee (Signature)

Date