Program in Public Health
Student Affairs Office

Course Waiver Petition

In order to successfully submit a course waiver petition, you must attach a course syllabus and course description to the Public Health Student Affairs Office. If your course is approved, the Student Affairs Office will add the course to your degree audit. Please make sure the official transcript is already on file with the Admissions office. Petitions take approximately 4-8 weeks to review. You will receive notification of this petition via your UCI email address.

Student Name: ___________________________ ID: ______________________ Email: _______________@uci.edu

Date: __________ Class Standing: ___________ Phone: _______________ Major: □ PHS □ PHP

I. COURSE TO BE WAIVED (UCI Course):

Course Title & Number: ________________________________________________________________

(Example: PubHlth – 1 )

Department: _______________________________ Units: __________

II. COURSE SUBSTITUTION (Course Completed)

Course Title: ________________________________

Department: ________________________________

College/University Taken: ________________________________

Units: _______ GRADE Received: _______ TERM TAKEN /OR TO BE TAKEN: ________________

III. IF APPROVED, INDICATE WHERE THE COURSE WILL APPLY IN DEGREEWORKS:

IV. DOCUMENTATION: the following must be attached or your petition will be returned

a. □ Include course description from both the outside institution & UCI catalog.

b. □ Include course syllabus from class taken.

c. □ Include your NAME/UCI EMAIL ON ALL DOCUMENTS.

Student Signature: ______________________________________ Date: ____________________

Coding

STUDENT AFFAIRS OFFICE ONLY

□ Approved □ Deny

Received by Student Affairs Office: _______________________________ Date: __________________

Undergraduate Affairs/Director: _______________________________ Date: __________________

Faculty/Chair Signature: _______________________________ Date: __________________

Degreeworks Update: _______________________________ Date: __________________

Student Name: ___________________________ ID: ______________________ Email: _______________@uci.edu

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