

<i>School of Continuing Studies Georgetown University</i>	Waiver of MPS Major or Concentration Requirement Request Form
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Name			
	Last	First	Middle
ID #		Program	
Phone		Email	

Requirements for Waiver Review

1. MPS students cannot be waived from any degree-specific requirements (such as the Ethics course; the Capstone course; the 30-credit requirement; and the cumulative GPA requirement of 3.00 or better).
2. With the recommendation of the student’s Associate Dean, a student can be waived from a course that is required exclusively within that major or concentration. For example, a Journalism student with an exceptional writing portfolio might be waived from the “Fundamentals of Reporting and News Writing” course, or a Real Estate student in a Finance concentration could possibly be waived from the “Foundations of Real Estate Finance” course with documentation of a strong finance background.
3. The student must supply all documentation (see below) for the waiver request to the Associate Dean during the student’s first semester of study. Waivers are not automatic or guaranteed.
4. Students do not receive academic credit or grades for a waiver. If approved for a waiver, the student must complete another course or courses to reach the 30-credit requirement.
5. The waiver request form must be filed with the SCS Academic Affairs Office to ensure the student’s continued eligibility for graduation. The department keeps all documentation on file.

Course(s) to be Waived:

Documentation for Waiver (such as writing samples; professional portfolio; completion of other academic coursework or certifications):

Program Associate Dean’s Signature

Date

Associate Dean of Academic Affairs’ Signature

Date