

Department of Psychology Florida
State University

COURSE WAIVER REQUEST

Dear Instructor:

One of our graduate students has completed a graduate level course at another institution that he/she believes to be comparable to a course required in the Psychology Department.

Graduate Student: _____ Prior Course: _____

Major Professor: _____ Grade Earned: _____

FSU Course: _____ Semester and Year Taken: _____

We ask that you review the attached syllabus/other course materials and make a determination about whether the previous course is equivalent to your course. You should contact the student if you have any questions or need additional information. The student's major professor's signature (above) indicates that he/she approves the waiver if you find the courses to be equivalent. Please complete this memo and return it to the Graduate Studies Office (A203G) at your earliest convenience.

Based on my review of available materials, I believe these courses are equivalent.

Yes ____ No ____ Comments: _____

Major Professor Signature Print Name Date

Course Instructor Signature Print Name Date

Area Head Signature Print Name Date

APPROVAL Director of Graduate Studies Date

Waiver policy: The department typically handles course waiver requests by having the student contact FSU faculty teaching the comparable course to ask him/her to determine whether the completed course is roughly equivalent to the FSU course. **A copy of this form is returned to the student and the original is filed in the student's graduate folder.**

Revised 02/09/2023
