



Elementary GTEP Prerequisite Course Waiver Form and Procedures

If an applicant has taken or is considering taking a course that is similar to a prerequisite course but is not listed as an equivalent at another institution, that course must be reviewed through a waiver process with an Education Advisor.

The waiver process must be completed and submitted at least four weeks before the GTEP application deadline.

Waiver Request Procedures

1. Applicants submit a waiver form, a course description from the university or college’s bulletin and other supporting documentation to the appropriate Education Advisor
2. The Education Advisor reviews the materials and makes a recommendation to GTEP by completing and signing the waiver form
3. The Education Advisor sends the waiver form/materials to GTEP
4. The Education Advisor sends an email to the applicant indicating the outcome of the waiver process and that the waiver materials have been forwarded to GTEP
5. The waiver materials are placed in the applicant’s GTEP application file.

Prerequisite Education Advisors

Prerequisite Course	Advisor Name	Email	Phone Number
Math 211, 212, 213	Eva Thanheiser	evat@pdx.edu	503-725-3628
LIB 428 and LIB 528	Jason Ranker	jranker@pdx.edu	503-725-4629



Course Substitution/Waiver Request Form

Name: _____ PSU ID: _____ Date: _____

E-Mail: _____ Program: _____

Please check the box that pertains to your request and list the course to substitute or waive.

- GTEP: LIB 428
- GTEP: MTH 211
- GTEP: MTH 212
- GTEP: MTH 213
- GTEP: Departmental Rec. Course(s): _____
- Other program course(s): _____
- ESOL Course(s): _____
- Library Media Course(s): _____
- Literacy Ed. Course(s): _____
- ReadOregon Course(s): _____

List substituting course(s) or rationale for waiver:

I understand the above listed course(s) will only be officially substituted/waived after the College of Education receives a signed, approved form from the appropriate advisor and that I am responsible for submitting any transcripts, syllabi, or other documentation deemed necessary for the completion of this form to the advisor along with this form. By entering my initials below, I am stating that the information presented in this request is true and accurate. Students who submit false information are in violation of campus policy and may be subject to disciplinary action.

Initials: _____ Name: _____

Department Use Only:

- Approved
 - Conditionally Approved
 - Denied
- _____
- Approving Advisor _____ Date _____
- Conditions (if applicable): _____
-
- Approved
 - Conditionally Approved
 - Denied
- _____
- Program Coordinator Signature (if necessary) _____ Date _____
- Conditions (if applicable): _____

This form is used to file a petition with the Department of Curriculum and Instruction to request an exception to the existing policies or guidelines. Complete this form in its entirety and attach any supporting documents as appropriate, along with other required forms. This petition is to be used only for matters that fall within the jurisdiction of the department. Student is responsible for filing other petition forms as necessary (e.g., transfer of credit, out of date validation, etc.) with the Office of Graduate Studies and other offices on campus.