



**REQUEST FOR WAIVER OF A BACHELOR'S DEGREE**

I. Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee/Applicant)  
Race: \_\_\_\_\_ Gender: \_\_\_\_\_  
Reason for Waiver Request: \_\_\_\_\_ Recruitment\* \_\_\_\_\_ Reclassification \_\_\_\_\_ Readvertisement  
Current Title: \_\_\_\_\_ Position #: \_\_\_\_\_ Class Code: \_\_\_\_\_  
Waiver Requested (Title): \_\_\_\_\_ Position #: \_\_\_\_\_ Class Code: \_\_\_\_\_  
Department Name: \_\_\_\_\_ Campus: \_\_\_\_\_

\*If a vacant position allowed for experience/education substitution in advertisement, include copy of advertisement

II. Vacancy recruitment dates or reclassification requested effective date: \_\_\_\_\_

III. Was the employee grandfathered into the Administrative pay plan during restructure? Yes No

IV. Has the employee been previously approved for a degree waiver? Yes No  
If yes, provide date: \_\_\_\_\_

V. List the employee/applicant's directly related experiences which qualify him/her for the position the degree waiver is being requested? (Please include dates)

VI. If the employee has been grandfathered into a position or a degree waiver has been previously approved, list and attach documentation of subsequent obtained education.

**APPROVALS**

\_\_\_\_\_  
Dean, Director or Department Head                      Date                      Vice President                      Date  
  
\_\_\_\_\_  
Division of Human Resources                      Date                      Dept. of Equal Opportunity Programs                      Date

Approval Effective Date: \_\_\_\_\_  
(For Human Resources Use)