

4.2 Waive technical writing requirement

Last name: _____ First name: _____ SID: _____

Email: _____ Phone: _____

Program: MSCMPE MSSE

(1) Student submits

- A letter to describe the request
 - All supporting documents
 - A copy of the unofficial student record from my.sjsu.edu
 - A copy of Program of Study (must be completely typewritten)
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(2) Department office

Tracking Number: _____ Time Stamp: _____

- Ask the student to make an appointment with Program Director
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(3) Program Director

Decision: _____ Initial: _____ Date: _____

(4) Student

- Picks up the package Time Stamp: _____
 - Delivers package to AVP Graduate Studies and Research
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(5) AVP Graduate Studies and Research

- Notifies student about the decision