Waiver Request Form for Course Registration

School of Art, Design and Media (ADM)
Nanyang Technological University

This form must be filled by ADM students who wish to seek approval for waiver:

I. Pre-requisite
II. Clash of Timetable or Exam
III. Others

1. All waiver requests are subject to Associate Chair (Academic)'s approval.
2. Students are required to register for the subject(s) themselves during course registration period and add/drop period after the approval has been granted. There is no guarantee of securing a place for the subjects approved. It depends on the time-table constraints, vacancies in the classes and pre-requisite requirements.
3. Students MUST ATTACH the email approval by relevant course instructor(s) for waiver of Pre-requisite or Timetable/Exam Clash. Registered Timetable (printed from STARS) and Degree Audit (printed from Studentlink) to this form.
4. All replies and further correspondences will be sent to your NTU EMAIL ACCOUNT only.

Part A: STUDENT INFORMATION (To be completed by student)

Full Name: Matric No.:
Year of Study (for registration): Specialisation: Contact No.:

Type of Waiver (Tick against the box)

☐ I. Pre-requisite (*Need the relevant course instructor’s email approval)
☐ II. Clash of: Timetable / Exam (*Delete as appropriate)
☐ III. Others (Please indicate the reasons in the table below)

I would like to request for an e-stamp in the subject(s) indicated below for Semester [ ] in Academic Year [ ]

<table>
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<th>Choice</th>
<th>Course Code</th>
<th>Course Title</th>
<th>AUs</th>
<th>Reason for requesting waiver</th>
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Signature

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Date
Part B: To be completed by Assistant Director, Undergraduate Programmes

- [ ] Recommended
- [ ] Not Recommended

Comments:

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Signature

______________________________
Date

Part C: To be completed by Associate Chair, Academic

- [ ] Approved
- [ ] Not Approved

Comments:

______________________________
Signature

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Date

Dec 2018