

Civil and Environmental Engineering

Single Session Seminar Waiver Request

This form is to be completed when a student will not meet the minimum seminar session attendance policy. A plan to make-up the missed session must be included in this request.

Student Name _____

Date of Request _____

Date of Missed Seminar _____

Seminar Title _____

Please explain your reason for requesting waiver of the minimum seminar attendance policy. Please attach a separate sheet if additional space is needed:

I would like to attend the following seminar session as make-up for the missed CEE session:

Presentation Title _____

*Presenter _____

Date _____

Student Signature _____

*Note: The signature of the seminar presenter or faculty organizer is required **after** this request has been approved and the seminar has been attended.

Decision



Request Granted



Request Denied

Department Head Signature _____ Date _____

Comment _____

I confirm that _____ attended the seminar indicated above*.

Signature _____ Date _____

Seminar Presenter or Faculty Organizer

Students will be given attendance credit for the Department and Professional Development semesters as long as they attend a minimum of four seminars in a given semester. PhD and Research MS students must attend research group seminars in addition to the Department and Professional Development seminars. Those failing to meet this requirement must be approved for a make-up session, and upon approval, receive confirmation of attendance by receiving the signature of the seminar presenter or Faculty Organizer immediately following attendance.