OFFICE OF CAREER SERVICES

PROFESSIONAL DEVELOPMENT / INTERNSHIP WAIVER FORM

○ Students who wish to waive the SIPA requirement of an internship and/or the Professional Development course must submit this waiver request form within their first year of study.
○ Waivers of the Professional Development course are granted contingent upon the completion of at least one in-person meeting with an OCS Career Adviser, either during walk-in hours or by advance appointment.
○ If your waiver is approved after you have registered for the Professional Development course or internship credit, you must drop the class. Please see the Office of Student Affairs if you need to do so subsequent to the add/drop period.
○ Students who waive the internship requirement or receive academic credit for an internship completed from a dual-degree program will not be awarded any internship credits. Additional internships that meet SIPA’s internship requirement may be considered for credit.
○ OCS will contact you in a timely manner regarding your waiver status. If you have not been contacted within two weeks of submitting this form, please call (212) 854-4613. It is your responsibility to ensure that your internship waiver request has been processed and is reflected on your transcript.

DATE: ______________________

WAIVER FOR PROFESSIONAL DEVELOPMENT: _____

INTERNSHIP: _____

STUDENT LAST NAME: ______________________  FIRST NAME: ______________________

UNI: ___________________________  PROGRAM: MIA _____ MPA _____

GRADUATION DATE: _______________  CONCENTRATION: ______________________

PHONE: __________________________

Would you consider discussing your professional experience with SIPA students?  YES: ______  NO: ______

PLEASE CHECK THE REASON FOR WAIVER REQUEST:

☐ On leave from job.
   ✓ Must include letter on official letterhead from your current employer stating you are on leave and will be returning.

☐ Was employed on a full-time, permanent, professional basis (internships are not included) for a minimum of four years in a field relevant to your concentration and career goals prior to enrolling in SIPA.
   ✓ Must include a current resume with month and date format for each professional work experience.
   ✓ Must include a written justification detailing how your past experience is: a) relevant to your career goals and b) will allow you to be competitive for the positions you will pursue.

☐ Joint-degree student who has completed an equivalent course in another program.
   ✓ Must include official documentation of course completion and (for internship) report/evaluation from other program.

APPROVED: __________________  NOT APPROVED: __________________

OFFICE OF CAREER SERVICES: ___________________________________  DATE: ______________

Updated 6/17