

Career Advancement Center

PROFESSIONAL DEVELOPMENT / INTERNSHIP WAIVER FORM

- Students who wish to waive the SIPA requirement of an internship and/or the Professional Development (PD) 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 a CAC 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 after the add/drop period.
- Students who waive the internship requirement or receive academic credit for an internship from a dual-degree program will not be awarded any SIPA internship credits in the SIPA U9013 course. Additional internships completed at SIPA that meet SIPA's internship requirement may be considered for SIPA internship credit.
- CAC 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 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 equivalent PD course or internship in another program. NOTE: Internships completed in other programs as part of a joint degree with SIPA must meet SIPA internship requirements, as outlined here: <https://sipa.columbia.edu/careers/internship-program/sipa-internship-program>.
 - ✓ Must include **transcript showing course completion** and (for internship) **report/evaluation** from other program.

APPROVED: _____ NOT APPROVED: _____

Career Advancement Center: _____ DATE: _____