UMBC at The Universities at Shady Grove
How to Submit for a PE Waiver

A PE waiver can be granted in the following cases:
- Age: *30 years of age or older at the time of initial enrollment at UMBC*
- Military Service: *Six months of active service = 1.5 physical education credits*
- Documented medical condition or disability
- Collegiate Athletic Participation: *1 year = 1.5 physical education credits*

Submitting a Request
- All PE Waiver requests require a written memo requesting the waiver with supporting documentation (see below for documentation details)
- Email the memo and supporting documentation to Mr. John Jancuska, Supervisor of Physical Education, at jancuska@umbc.edu
- The memo must include (see back for sample memo):
  - Full name
  - Address
  - University Email Address
  - Campus ID
  - Telephone Number

Necessary Supporting Documentation
- Age Documentation:
  - Copy of birth certificate or driver's license
  - UMBC Unofficial Transcript
- Military Documentation:
  - DD214 form
- Medical Documentation:
  - Documentation from physician stating the student is unable to participate in physical education classes for the duration of his/her academic stay at UMBC (chiropractor, physical therapist, and other health care professional letters are not accepted)
- Collegiate Athletic Documentation:
  - Documentation from previous college/university athletic department stating the student participated on an NCAA Varsity athletic team

Notes
- Requests are review and processed at the end of every month. If approved, the student's degree audit will be updated within 48 hours.
- Please contact John Jancuska at (410) 455-2239 or jancuska@umbc.edu with any questions or confirmation of receipt.

Memo

To: Mr. John Jancuska

From: [Click **here** and type name]

Date: 6/23/2016

Re: Request for PE Waiver

I,[Click **here** and type name], am requesting a PE Waiver referencing the following exception policy:

☐ Age

☐ Military Service

☐ Medical/Disability

☐ Collegiate Athletic Participation

[Write any extra details about exception here]

Please find the information needed below and the supporting documentation attached.

Name:
Address:
Email Address:
Campus ID:
Telephone:

Sincerely,

[Click **here** and type name]