Waiving from PAD 507 and PAD 508  
Department of Public Administration and Policy  
Fall 2012

Students with exceptional work experience and leadership training may apply to waive out of PAD 507 and PAD 508. Students with the following experiences are invited to apply for a waiver.

Completion of Officer Candidate Training or an equivalent military leadership development program. Submit documentation by Monday August 29.

OR

A minimum of three years full-time work experience and
1. Demonstrated ability to write business standard memos and deliver professional oral presentation (demonstrated via Welcome Week case work)
2. Completion of courses, training, and/or workshops on:
   a. Ethics, political philosophy, state/federal ethics laws, or constitutional law; and
   b. Equity, diversity management, equal employment opportunity, or affirmative action.

To demonstrate item 1, the memo you submit for Welcome Week will serve as your writing sample. You will also be asked to individually deliver your group’s Welcome Week presentation during the first week of classes. Presentations will be scheduled between Monday August 29 and Wednesday August 31. To demonstrate your completion of training on topics listed in item 2, please provide brief written descriptions of each by Monday August 29 to Dr. Rubin (erubin@albany.edu). The description should include the approximate date and length of the course or workshop, the name of the individual or organization delivering the session, and a brief description of the topics covered.

To be considered for a waiver, the student must notify Kara Pangburn of her/his intention no later than Monday August 20. Waiving out of PAD 507 and PAD 508 is solely at the discretion of the course instructors. Students will be notified by Friday August 31 if they will be waived from the courses.

Timeline:
- Monday August 20: notify Kara Pangburn of your intention to apply for a waiver
- Monday August 27: submit descriptions of relevant courses or documentation of Officer Candidate training to Dr. Rubin
- Monday August 27 - Wednesday August 29: delivery of presentations
- Friday August 31: notification of waiver decision