Course Waiver Approval Form

Name

Course Number and Title to be Waived

Justification for the Waiver (include coursework and relevant experience)

For coursework: List the name and course number of the course(s) you are using for the waiver. You must include the course syllabi AND a transcript with the course information highlighted.

For experience: Describe the experience AND give the name and phone number of your supervisor.

Instructor’s Recommendation (Please check transcript to ensure a B or better grade):

_____ Waive  _____ Waive with conditions  _____ Do not waive

Describe:

   Instructor’s Signature  Date

Advisor’s Recommendation:

_____ Waive  _____ Waive with conditions  _____ Do not waive

Describe:

   Advisor’s Signature  Date

Director’s Recommendation:

_____ Waive  _____ Waive with conditions  _____ Do not waive

Describe:

_____ Transcript checked

   Director’s Signature  Date

Student Notified by ______________________ on __________________

(Name)  (date)

Placed in Student File by: ______________________ on __________________

(Name)  (date)

MAKE SURE YOU ATTACH A TRANSCRIPT WITH APPROPRIATE COURSES HIGHLIGHTED.