

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.