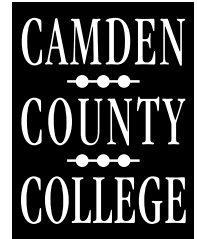


REQUEST TO SUBSTITUTE (WAIVE) A COURSE



Completed by Dean's Office after signatures are obtained

Tracking Number: _____ Date Initiated: _____

STEP 1:

Completed by Student in consultation with the Chair/Coordinator/Director of the student's academic major/program.

*** Transcript and Program Progress Must be Attached***

NAME: _____

STUDENT ID: _____ STUDENT EMAIL: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

ACADEMIC PROGRAM:* _____ DATE OF GRADUATION: _____

NAME OF COURSE TO BE WAIVED: _____ COURSE CODE: _____

NAME OF REPLACEMENT COURSE: _____ COURSE CODE: _____

JUSTIFICATION FOR THE WAIVER: _____

*A new waiver will be required if the student switches to a new academic program

STEP 2:

Student Obtains Signatures and Justification from Chairperson/Coordinator/Director of the student's academic program

REASON WAIVER WAS APPROVED/DISAPPROVED: _____

PRINT: _____ SIGNATURE: _____ DATE: _____

STEP 3:

Student Obtains Signatures and Justification from Chairperson/Coordinator/Director of the area in which the course resides

REASON WAIVER WAS APPROVED/DISAPPROVED: _____

PRINT: _____ SIGNATURE: _____ DATE: _____

STEP 4:

Student delivers form and all documents to the Dean's Office. The Dean's Office signs the form, verifying all paperwork has been received

REASON WAIVER WAS APPROVED/DISAPPROVED:

PRINT:

SIGNATURE:

DATE:

This form must be signed by the three people above in order to be provisionally approved

STEP 5:

The Deans' office assigns a tracking number to the waiver. SEE BOX on FRONT of FORM

DEAN'S OFFICE FORWARDS ONE COPY OF THIS COMPLETED FORM AND DOCUMENTATION TO THE FACULTY ASSEMBLY VICE CHAIR

STEP 6 & 7: THE VICE-CHAIR PUBLISHES THE PROVISIONALLY APPROVED WAIVERS IN THE REPORT ON ACADEMIC GOVERNANCE ON THE FRIDAY PRIOR TO THE FIRST TUESDAY OF EACH MONTH. AFTER THE 6-DAY CHALLENGE PERIOD (ON THE THURSDAY FOLLOWING THE FIRST TUESDAY OF EACH MONTH), THE VICE-CHAIR WILL MOVE THE WAIVERS TO THE "APPROVED WAIVERS" FILE IN THE REPORT FOR ACADEMIC GOVERNANCE

STEP 8: THE DEAN'S OFFICE WILL ENTER ALL APPROVED WAIVERS ONTO THE COLLEAGUE SYSTEM AND SEND A LETTER TO THE STUDENT INFORMING HIM/HER THAT THE WAIVER WAS APPROVED.

DATE WAIVER WAS APPROVED:

INITIALS:

DATE WAIVER WAS ENTERED ON COLLEGE:

INITIALS:

DATE REQUEST WAIVER WAS DENIED:

INITIALS:

CURRENT COPY OF THE STUDENT'S ACADEMIC TRANSCRIPT AND PROGRAM PROGRESS MUST BE ATTACHED

Important Procedural Guidelines:

1. Waivers are major/program specific. If the student changes major/program, the waiver is no longer valid.
2. Courses used as a replacement for waived courses must be on the student's transcript as either: a successfully completed CCC course, a course officially transferred into CCC, or a course that is in progress at CCC. A course that is "in progress" must be successfully completed by the end of the current semester, or the waiver is invalid.
3. It is likely that the waiver will be denied if the student is trying to replace a general education course with a non-general education course
4. It is likely that the waiver will be denied if the student is trying to replace a 200 level course with a lower level course, or is trying to replace a 100 level course with a lower level course.

