

Course Waiver Form



*A course waiver implies that you have sufficient knowledge in a particular area or have otherwise met the learning objectives of a course. This form is to be used to request the waiver of a course required for graduation. Waiving a course does **not** reduce the number of credits required for your degree, but does provide opportunity for additional electives in the appropriate elective area. Note that the total number of required course credits satisfied by direct course transfer, transfer elective credits, and waivers cannot exceed 65 credits in total. **INCOMPLETE FORMS AND FORMS WITHOUT AN ACCOMPANYING SYLLABUS WILL NOT BE CONSIDERED.***

- INSTRUCTIONS TO STUDENT: 1) Fill out the form completely, (excepting approval signatures) attaching as much documentation as possible so that an accurate assessment can be made by the department.
 2) Take the form and supporting documentation to the department chair in charge of the course you are seeking to waive.
 3) You will be notified of decision by the Office of the Registrar

Last Name: _____	First Name: _____	Student ID: _____
Program: _____	Signature: _____	Date: _____

LIM College Course Waiver Requested For	
Course Title: _____	Course Number: _____
Catalog Year: _____	

Previous College Coursework	
Name of Institution: _____	Catalog Year: _____
Course Title: _____	Course Number: _____
<input type="checkbox"/> Syllabus (Required) <input type="checkbox"/> Course Description	
List of Other Documentation Attached: _____	
Other Useful Information:	

<input type="radio"/> Approved <input type="radio"/> Denied	Department Chair: _____	Date: _____
<input type="radio"/> Approved <input type="radio"/> Denied	Dean of Acad Affairs: _____	Date: _____

This form along with all supporting documentation must be returned to the Office of the Registrar for further processing and posting and inclusion. Original will be included in the students permanent file.