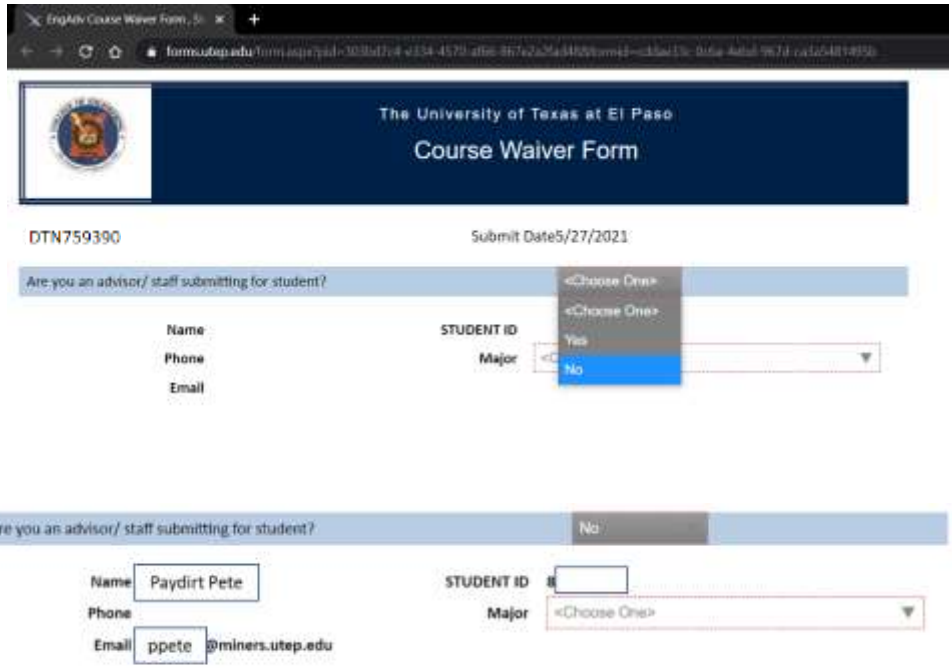
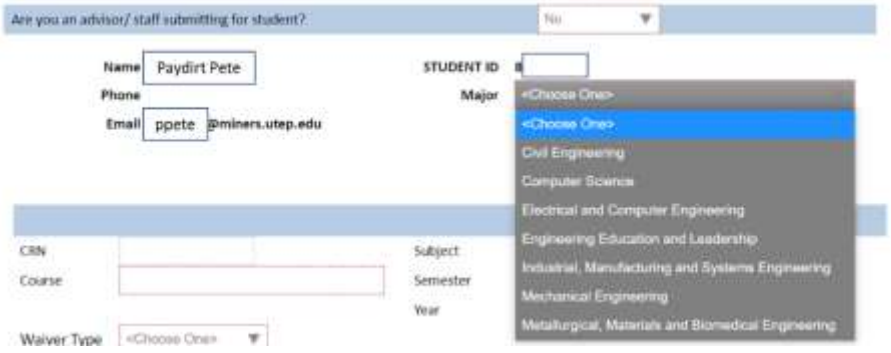
Course Waiver Online Form
Student Instructions

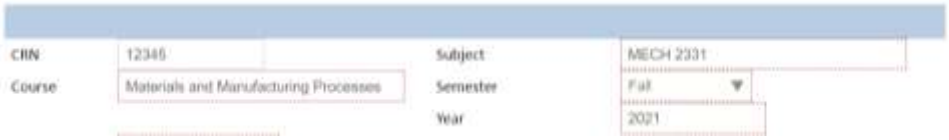
1. Choose “No” and your information will appear



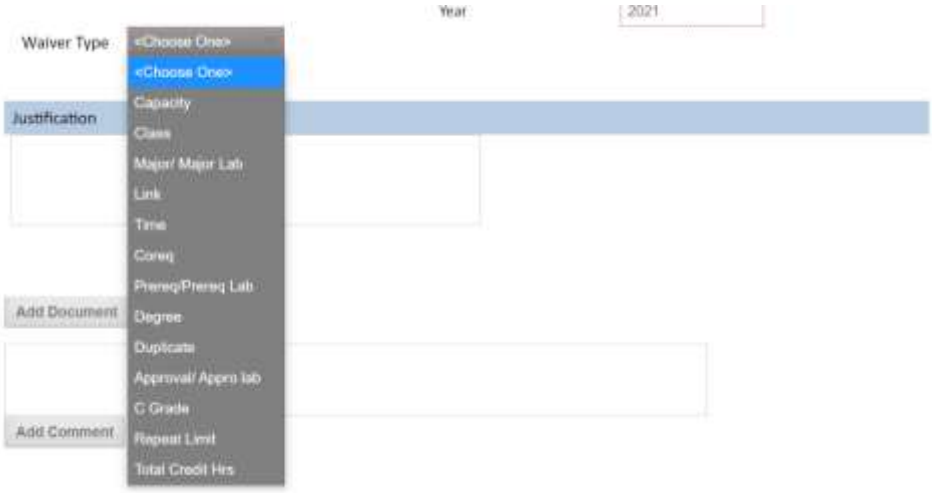
2. Choose your major



3. Write in the details of the course. For example



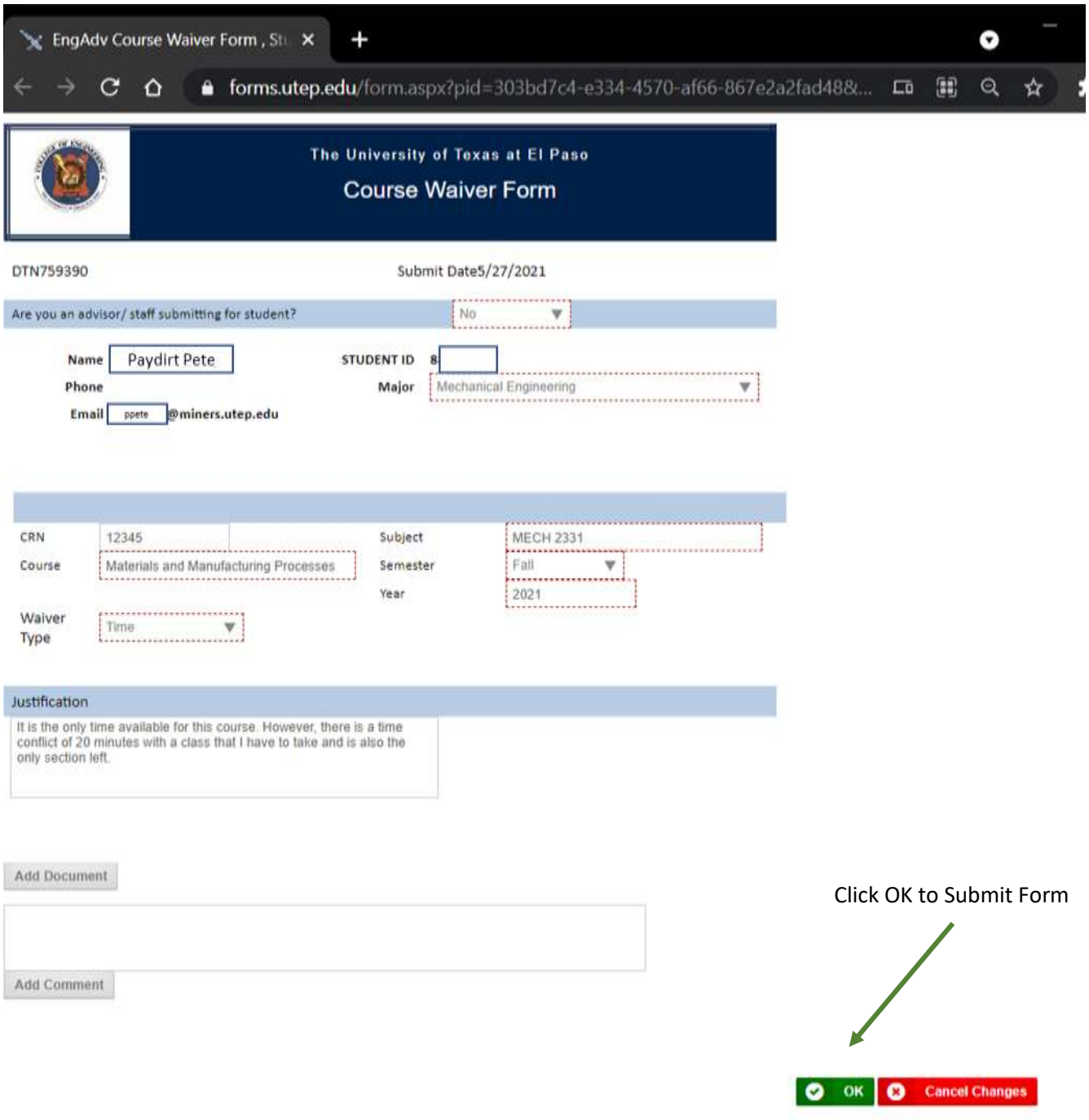
4. Select type of waiver needed



*If the Total Credit HRS Waiver is chosen, remember to write in the Max # allowed of credit hours

5. Write in the justification or add a PDF file. Below is an example for “Time” Waiver

6. Double check all your information, then select “OK” to submit. The form below is an example.



7. Your waiver will be reviewed by an advisor. Check your email regularly for a response regarding your request. On average a waiver may take up to a week (on occasion, it may take longer) to be approved. Please contact your department if you have any questions regarding your waiver.

8. **If your waiver is returned**, check for comments in the pdf (refer to the last image) made by faculty, change anything that is necessary, and then resubmit.

9. **If your waiver is approved or denied**, you will be able to see any comments made (refer to the last image) explaining the approval or denial of the waiver.

User	Date	Comment
	4/21/2021 10:08 AM	Justification should be for the need to take 14 credit hours.
	4/21/2021 11:12 AM	As I'm applying for my extension, I have to take 4 classes during the summer, so I can get extension for Fall 2021 from the Higher ministry.
	4/21/2021 12:13 PM	Student needs the additional credits to graduate in the fall.
	4/21/2021 12:14 PM	Student needs the additional credits to graduate in the fall.
	4/22/2021 11:44 AM	approve
	4/22/2021 11:49 AM	please proceed

*Comments will appear in this format near the end of the pdf.