Non-Traditional Credit:
Waiver of Course Requirements

**PROCESS:** Through the Waiver of Requirements Process, you ask the college to remove a particular program requirement due to successful completion of other post-secondary courses, which overall, constitute equal content. A minimum of 90 credits is still required to complete a degree program. You must attach an unofficial copy of your SVC transcript, a copy of your current registration, and an explanation of why you wish this course waived. (NOTE: The waiver process would be used only if no other process would satisfy your need.) The Department Chair will forward this request to the appropriate Associate Dean for approval. When determination is made, you will receive a copy of the decision from the Registrar.

Name ______________________ SID # ______________________
Previous Name ______________________ Email ______________________
Complete Address ______________________
Student’s Signature ______________________ Date ______ Phone ______

The program I am requesting this for

[ ] AAUCT
[ ] AA General Studies
[ ] AA General Studies - SOCNAV
[ ] Assoc. in Business
[ ] Assoc. in Visual Arts
[ ] Assoc. in Music
[ ] ATA in
[ ] Certificate in
[ ] Certificate in
[ ] Assoc. in Science, Emphasis
[ ] Other

Course to be waived:

Course # ______________________ Cr. ______ Title ______________________

To be waived as a requirement of the ______________________ program

Attach your rationale as to why you wish this course waived.

For College Personnel Use Only

Dept ______________________ Dept Chair Signature ______________________

[ ] Approved [ ] Denied Please attach rationale Date ______

Dean or VP (Whidbey)Signature ______________________

[ ] Approved [ ] Denied Please attach rationale Date ______

Registrar Signature ______________________

[ ] Approved [ ] Denied Please attach rationale Date ______

ATTACH ALL DOCUMENTATION TO THIS FORM.
YOUR REQUEST WILL NOT BE PROCESSED WITHOUT APPROPRIATE TRANSCRIPTS, DD295s or “SMART TRANSCRIPT”, INDUSTRY TRAINING DOCUMENTS, ETC.

PLEASE SUBMIT EACH REQUEST ON A SEPARATE FORM

Revision 07/05