



Request to Waive or Substitute Course

Required courses for an associate degree or certificate of completion may be substituted or waived if a student can demonstrate that the learning outcomes and/or skill competency has been achieved in another way.

**Indicates required field*

Student Name* _____

Student ID Number* _____ Phone Number* _____

Program Name* _____

I WISH TO MAKE A FORMAL REQUEST TO*:

Waive the following course requirement.

Course Number _____ Course Title _____

Substitute the following course for a required course.

Required Course Number _____ Course Title _____

Substitute Course Number _____ Course Title _____

My educational reason for requesting this waive/substitute is* _____

By signing, I understand that, if granted, this request does not reduce the number of credits required for my degree or certificate and I have demonstrated that the learning outcomes and/or skill competency has been achieved by above request.

Student Signature* _____ Date _____

Department Chair Check One: Request to substitute/waive is*:

Approved: Learning Outcomes/skill competency achieved:

Not Approved: Learning Outcomes/skill competency not achieved:

By signing, I am acknowledging the student granting the request has achieved the learning outcomes and/or skill competency for the above program requirement.

Department Chair Signature* _____ Date _____

Dean Signature* _____ Date _____

Procedure:

1. Student completes the top and middle portions of the form
2. Student submits the form to the department to the Department Chair/Director of their program of study. Forms will be sent back to the student if returned to Graduation Services without appropriate signatures of Department Chair & Dean
3. The Department Chair will review the request to determine if they approve or not of the request and notes the **educational appropriateness** of the student's request and sign the form regardless of whether the request is approved or denied. The Department Chair will consult with other discipline lead instructors as needed.
4. The Department Chair will forward the form to the Dean for their review and signature
5. The Dean will review the request, sign the form and forward the completed form to Graduation Services.
6. Graduation Services will review the request and apply the request to the student's progress if approved and the form is complete.
 - a. Graduation Services reserves the right to not apply an approved request if the form is not fully completed or if the request is in violation of accreditation standards, government regulations or degree outcomes
7. Graduation Services will notify the student to their myClackamas email account if their substitution was either denied or approved when it was received. If it is approved, it will be applied to the student's progress of their program.

Note to students: This process can take a minimum of two weeks during the term; it could possibly take longer during breaks and holidays.

Faculty/Dean: Prior to submitting a Request to Substitute or Waive make sure:

1. The program that the substitution/waive is to be applied to is on the student's record in the SIS
2. All programs are listed that the substitution/waive request applies to if it is to be applied to more than one program
3. If approving for a transfer course; verify that the official transcript has been received and evaluated by Graduation Services prior to submitting.
 - a. Write the CCC course number that we evaluated it not the course from the other institution
4. Students are at least registered for the substituted course. If the student is not registered for the course when we receive the form; it will be archived until the student registers.
5. 25% of a program may be substituted or waived of a student's program
6. Keep a copy for your records
7. If you have any questions please contact Graduation Services at gradservices@clackamas.edu

Submit completed form to: Location: Graduation Services, Wacheno Welcome Center; **email:** gradservices@clackamas.edu