

REQUEST FOR COURSE WAIVER

Students who have previous course work or training which is applicable to their AAGS program may, in some cases, have required courses waived. Course waiver requests must be made upon Admission into the School. A course waiver verifies a knowledge-area competency. Waiver requests must be supported by documentation of course equivalency, and therefore should include an appropriate combination of the following items:

- catalog course description from the year the course was completed and/or syllabus
- official transcript reflecting course year, grade, credits earned
- record/description of other formal training

Please note that a course waiver is not the same as a credit transfer. In most cases where a waiver is granted, students must make up the credits from the waived class by taking additional elective course work at AAGS. In some cases, a course taken elsewhere may qualify for both the waiver and transfer. Requests for transfer must be made separately.

Name _____ Date _____

Master's Program Diploma Program

AAIM Course # and Title _____

Equivalent Work Completed:

Course Number and Title _____ Grade _____

Month/Year Completed _____ Credits Earned _____ Quarter Semester

Name of Institution _____

Training Description _____

OFFICIAL USE ONLY

Date Received _____

Description received

Approved Not Approved

Transcript received

Syllabus received

Signature _____ Date _____

Student notified Copy of Approval in Student File

Signature _____ Date _____