

Approval for Course Waiver

Student's Information

Name _____ SAP ID _____

E-mail or Phone _____ Catalog Year _____

Primary Major _____

Secondary Area of Study _____

Has Student Applied for Graduation? _____

Waiver Requested for NKU-Required Course _____
(Example of NKU Course: ENG 101)

Above NKU-Required Course is in Student's

- ☐ Undergraduate Major or Graduate Program
- ☐ Secondary Area of Study
(Second Major, Minor, Area of Concentration)
- ☐ **General Education Category _____

Action Requested

- ☐ Waive **Academically Renewed** NKU-Required Course, Not Hours
- ☐ Waive Minimum "D" Grade in NKU-Required Course, Not Hours
- ☐ Waive NKU-Required Course, Not Hours

NOTE: If one of the courses is upper division, course may appear on audit as a waiver so that the integrity of the upper division credit is maintained.

Comments:

Approvals:

Academic Advisor _____ Email or Phone _____ Date: _____

Department Chair, Graduate Program Director,
**Vice Provost (General Education) _____ Email or Phone _____ Date: _____

For Office Use Only:

Posted By		Catalog Year	
Posted Date		Rule module	

Northern Kentucky University Explanation of Approval for Course Waiver Form

This form should be used to secure approval for all course s/waivers. Since fall 1998, department-developed forms, telephone calls, e-mails, memoranda, and letters are no longer accepted for course s/waivers. To be valid, the Approval for Course /Waiver form must contain all required signature approvals. The Offices of the Registrar, Admissions Transfer Services, and International Students & Scholars will process only those requests approved as indicated on the form (in most cases, with two signatures).

Departments are encouraged to seek approval for course s/waivers as soon as the need is detected and the substituted course has been completed rather than when the student certifies the degree program. Doing so will allow the degree audit system to reflect more accurately a student's academic progress in a timely manner.

Grades of "IP" (course in progress) will be accepted on this form for SENIORS only, regardless of whether or not they've already applied for graduation. The degree audit system should automatically "back out" the if the appropriate minimum grade isn't earned in the substituted course in progress. The following note should be added by the Offices of the Registrar, Admissions Transfer Services, or International Students & Scholars to the degree audits of students for which a with a grade of "IP" (course in progress) is processed: "Course X was substituted for required course Y prior to its completion for this SENIOR, per advisor A and chair B. Should course X not be successfully completed, this is INVALID."

Departments seeking approval for a course /waiver should adhere to the following:

- A. Use a separate form for EACH course /waiver request.
- B. Complete all sections of the form.
- C. The advisor or chair requesting the course /waiver should sign and date the form and forward it to the appropriate office for approval: major chair, minor chair, Vice Provost, or director of the specific graduate program.
- D. If the major chair, minor chair, Vice Provost, or director of the specific graduate program elects to deny the request, the comments section should be completed, and the form should be returned to the originating department.
- E. If the major chair, minor chair, Vice Provost, or director of the specific graduate program elects to approve the request, he or she should complete the form and forward it as indicated for processing.
- F. Departments are invited to retain a photocopy for their records. Copies of processed forms will be imaged and associated with student's permanent record in the Office of the Registrar. Evidence of processed forms is seen on degree audit.

Questions regarding completion of this form should be directed to:

NKU courses:	Office of the Registrar, extension 5556 Domestic
(United States) transfer courses:	Admissions Transfer Services Office, extension 5547
International transfer courses:	Office of International Students & Scholars, extension 6517.

Revised: December 2017