

REQUEST FOR COMPETENCY EQUIVALENCY

A **Course Waiver** is different than transferring degree-applicable graduate credit from an accredited college or university into your academic program. If you wish to transfer credit, please complete the **Request for Transfer Credit form**.

A Course Waiver is requested when you believe you possess the competencies listed for a particular course required for your program. If you believe taking a required course would duplicate previous efforts, you may request a Course Waiver.

A Course Waiver allows you to not take a required course and indicates you have met the course requirements and associated competencies that are associated with this course. However, **a waiver does NOT alleviate the semester hour requirement associated with completing any degree.** (This statement does not apply to licensure-only students.)

To request a Course Waiver:

- 1) Complete this form for each course you want to waive
- 2) Provide at least one of the following forms of documentation for your request:
 - Description and a letter or reference of competency from work or life experience
 - Portfolio and/or resume documenting skills
 - Evidence of training, workshops, etc., including description of content, that have provided you with competency
- 3) Submit completed form and supporting documentation to your **Program Director** for review
- 4) Submit signed form and supporting documentation to the **Graduate Registrar's office**

First name	Last name	Date
LC ID#	LC Email Address	

Lewis & Clark Graduate School Course

List the information for the course you wish to waive in the field below.

Course No. (ex: EDAD 574)	Title of Course (ex: Inclusion and Access I)	Credits (ex: 2 credits)
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I have attached at least one form of documentation as described above to support this request for a Course Waiver

*To be completed by the Program Director (after **full admission**):*

I approve the request listed above. Comments: _____

Name of Program Director	Signature of Program Director*	Date
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**Form can be sent directly from your LC email account in lieu of a signature;
please attach all supporting documentation*