



# Petition for Waiver of Course/ Transfer of Credit

## Procedure

It is the student's responsibility to gather the required documents and obtain petition signatures in the following order: Advisor, Chair of ADA Program at his or her university, and Class Instructor.\*

## Required Documentation

Attach the following documentation to this form:

- Syllabi for both courses (the one you have taken and the one you are petitioning NOT to take)
- Transcript that verifies course completion in good standing or work product if previous experience was not a formal course.

## Name of Course

Requesting Waiver for Course (Name of course and course number)

Reason for Requesting Waiver

Prior Experience (Name of previous course)

Location of Prior Experience (Name of School)

## Signatures

Student: Print Name: Date:

Advisor: Print Name: Date:

Program Chair: Print Name: Date:

Course Instructor: Print Name: Date:

\*At least two faculty members from the ADA Program must sign this form. For example, in the event that the Advisor, Program Chair, and Class Instructor are the same faculty member, a signature must be obtained from a second faculty member from the ADA Program.