



ENROLLMENT MANAGEMENT
COURSE WAIVER PETITION

2170 Raven Circle
Okmulgee, OK 74447
918.549.2847
registrar@cmn.edu

*Please read the following information carefully,
then complete the information requested on the back.*

A waiver allows a student to substitute a different course within our curriculum for one required explicitly in the student's program. The substituted course must be within the same department as the original requirement. For example, a waiver of the required course MVSK 1123 (*Beginning Mvskoke Language*) would allow the student to take another course within the area of language but not in Mathematics.

Typically, waivers are granted to students who have done similar work at CMN or other institutions. When meeting with the appropriate instructor, the student should be prepared to discuss content covered in the previous coursework by producing syllabi, course descriptions, or transcripts showing completed work. Occasionally, a student will be granted permission to waive a requirement with another course similar in design but varying in focus without completing previous coursework at another school. In such cases, approval will be granted only when the student can provide an adequate reason for why the 'substitute' course would be more appropriate. For example, a Criminal Justice student may be allowed to waive PSYC 1113 (Introductory Psychology) for PLSC 2513 (Crisis Intervention) if the student can provide a strong rationale for why the desired course would be more beneficial.

Waivers will not be granted for reasons such as convenience to a student's schedule, lack of proper planning on the part of the student, change of degree program late in the student's academic career, or because of previous experience gained outside of a classroom setting.

Please be careful! Waiver requests should be submitted before enrolling for the substitute course. Students who take a course intended for substitution and then petition for a waiver at a later date may discover that the substitute is not approved.



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Name:	ID:	Date:
Phone:	Degree:	

Degree requirement to be waived (Course Title/Number):
The following course(s) will be substituted for the above:

REASONS FOR COURSE WAIVER REQUEST: (For requests involving coursework taken elsewhere, please specify course(s) taken and the institution(s) attended. If the request for course substituted is not similar but has beneficial reasons for the degree or vocational pursuit, state why you believe this substitution should be granted. Please be specific!)

Student Signature:

Obtaining permission:

Obtain the signature of an instructor whose name appears opposite the appropriate category and then submit the petition to the registration office. You will receive notification of the final decision.

Degree Coordinator Signature:
Coordinator Comments:

Internal Use: Approved Not Approved

Registrar Signature:	Date:
Comments:	