

## PROCEDURES - WAIVER FOR WORK EXPERIENCE

1. Each academic school will determine which courses may be waived by virtue of work experience and a check list will be developed by the chair and major faculty member teaching the course which will contain questions relating to the course objectives and essential course content. The courses which are eligible for waiver are determined in August of each year and submitted to the Vice President of Academic Affairs for approval. The Vice President will submit the list to the Registrar.
2. The student requesting waiver for work experience must have submitted an application for admission to the college.
3. The student requesting a course waiver by virtue of work experience should be given a copy of the course outline or syllabus. After reading this he/she should submit a written request to the Dean of the area of study in which he/she is enrolled requesting waiver and providing evidence of how he/she has met the objectives and student learning outcomes listed in the outline of syllabus.
4. The Dean, in conjunction with the chair and faculty member if designated, will review the request and meet with the student to discuss the procedures for waiver if they feel it might be warranted or tell the student why it is not warranted. If the chair and faculty member (if designated) feel that there is a basis for waiver they will complete the check list containing questions relating to course objectives and essential content. This will be the same check list that is sent to employers by an assessment of the student's understanding of theoretical concepts relating to skills can be made at this time.
5. If it is agreed that it might be warranted, the student will complete an application for waiver which is obtained in the Office of the Registrar or online at [https://www.owens.edu/records\\_reg/work\\_exp\\_waiver.pdf](https://www.owens.edu/records_reg/work_exp_waiver.pdf) and pay the fee in the Bursar's Office. The Bursar's Office will return the application to the Records Office who will then forward it to the Chair of the course to be waived.
6. If the waiver is being considered the following procedure will be followed. This will be coordinated by the Dean who may assign certain aspects to the Chair or faculty member.
  - a. The student's immediate work supervisor will be contacted and the check list will be completed to determine that course objectives have been met through the work experience.
  - b. A letter from the immediate supervisor verifying the level of competency of the employee relating to performance of skills and knowledge essential to attainment of course objectives will be requested.
  - c. If applicable, samples of the student's work and other documentation may be required.
  - d. The completed check list, letter from supervisor, work samples and other documentation, if applicable, will be reviewed by the dean and chair.
7. The student application, student waiver request and documentation, departmental and employer checklist and letter from supervisor, will be forwarded to the Registrar with a recommendation from the Dean on whether or not to waive a specific course.
8. The Registrar will notify the student in writing of the decision and make the appropriate notation in the student's permanent record.

Once a course waiver is determined for a specific work experience from a specific industry, the supervisor must be contacted to determine that it is the same type of work experience but the check list need not be repeated. A letter from the supervisor on the specific student's competency will be required. However, the same three documents and recommendation will be needed for the Registrar.

OWENS COMMUNITY COLLEGE

APPLICATION FOR WAIVER BY VIRTUE OF WORK EXPERIENCE

The maximum number of credit hours that may be waived by virtue of work experience is 12 credit hours. The fee for *EACH* course waived by virtue of work experience is \$ 25.00. Each course waived requires a separate application.

APPLICANT INFORMATION

***PLEASE PRINT***

NAME: \_\_\_\_\_ S. S. #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

COURSE INFORMATION

\_\_\_\_\_ ***COURSE TITLE*** \_\_\_\_\_ ***COURSE NUMBER*** \_\_\_\_\_ ***CREDIT HRS***

BUSINESS AFFAIRS OFFICE USE ONLY:		
Bursar's Office: _____	Date: _____	Amount: _____
<i>This form must be returned to the Registrar's Office for distribution</i>		

TO BE COMPLETED BY DEPARTMENT

- \_\_\_\_\_ Department Check List
- \_\_\_\_\_ Student written waiver request & documentation
- \_\_\_\_\_ Interview with faculty member, dean and student for completion of check list. If it is agreed that it might be warranted the student will complete and pay for this application in the Business Affairs Office.
- \_\_\_\_\_ Employer check list & letter
- \_\_\_\_\_ Work Sample/Documentation

WAIVER APPROVED: \_\_\_\_\_ WAIVER NOT APPROVED: \_\_\_\_\_

Chair Signature: \_\_\_\_\_

Dean Signature: \_\_\_\_\_

RECORDS OFFICE USE ONLY:	
ELIGIBLE: _____ YES _____ NO	Registrar's Signature: _____
DATE ENTERED IN SYSTEM: _____	INITIALS: _____