MT. HOOD COMMUNITY COLLEGE

Admissions, Registration and Records Office

RECOMMENDATION FOR CATALOG EXCEPTION

_____ _____ _____

STUDENT NAME MHCC ID or SS# TODAY'S DATE

_____ _____

CERTIFICATE/DEGREE PROGRAM(S) (For which this exception applies)

CERTIFICATE/ DEGREE COMPLETION DATE (TERM AND YEAR)

_____

CATALOG YEAR OF CERTIFICATE/DEGREE PROGRAM

Option

1. ☐ Total waiver of requirement: _____ _____ _____
   Course # Course title Credits

2. ☐ Substitution of requirement: _____ _____ _____
   Course # Course title Credits

   Replacement credit is: _____ _____ _____
   Course # Course title Credits

3. ☐ Related or Approved Elective: _____ _____ _____
   Course # Course title Credits

Please list below the reasons for deviation from curriculum requirements. (Student may be required to provide letters, transcripts, certificates, licenses, etc.)

_____

_____

_____

_____ ☐ ☐ _____
Program Adviser Approved Denied Date

_____ ☐ ☐ _____
Program Dean Approved Denied Date

For option # 1 or 2 only: If the course being waived or substituted is in a department other than the degree or certificate department, the additional signature below is required.

_____ _____
Dean Date

Recommendations not approved by any one dean will not be considered. All approvals must be completed **PRIOR** to the term the required course or replacement course is offered.

Recommendations do not relieve a student from institutional degree or certificate requirements. Recommendations for approval are subject to final approval by the Director of Admissions, Registration and Records.

It is the student's responsibility to route this request through the process and return it, along with the application for a degree or certificate, to the Admissions, Registration and Records Office.

_____ ☐ ☐ _____
Evaluator Approved Denied Date

Revised: May 24, 2007