

*Lewis & Clark College
Graduate School of Education and Counseling*

**Educational Leadership
0615 SW Palatine Hill Rd. MSC 84
Portland, OR 97219-7899**

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PETITION FOR WAIVER OF COURSEWORK

If you believe you possess the competencies listed for a particular course required for your Educational Administration licensing program and feel that taking the required course would duplicate previous efforts, you may petition for a waiver of coursework.

- A waiver of requirement allows you to not take a required course and indicates you have met the course requirements and associated competencies that are part of the TSPC-approved licensure requirement associated with this course. However, a waiver does NOT alleviate the semester hour requirement associated with completing any license or degree.

Procedure for petitioning for a waiver:

1. Submit a completed Petition for Waiver of Coursework form for each course you want to waive.
2. Provide at least one of the following forms of documentation or justification for your petition:
 - Evidence of previous coursework, including:
 1. A copy of your transcript or grade sheet that shows you have completed a similar course, the grade you received for the course, the year the course was taken, and whether the course hours were in the semester or quarter system
 2. A syllabus or catalog that describes the content of the course.
 - Description, verification and a letter or reference of competency from work or life experience.
 - Video or audio tapes or portfolio demonstrating skills.
 - Evidence of training, workshops, etc., including information regarding content and instructor's qualification, that have provided you with competency.
 - Other supportive materials.
3. Submit completed form and supportive documentation to:

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