Waiver Request Form

Career and Technical Program/Award Length

Submit by Email | Print Form

Division of
Community Colleges
Grimes State Office
Building
Des Moines, Iowa
50319-0146
Phone: 515-281-3636
Fax: 515-281-6544
www.iowa.gov/educate

Institution: _____

Program Title/Name

State Title: _____

Local Title: _____

Program Information

Program Codes

CIP Number: _____

Instructional Level: _____

Type of Program: _____

Special Emphasis: _____

Object and Purpose: _____

Background Information

Type of Award: _____

Number of Credit Hours: _____

Program Description

Contact

Name: _____

Phone: _____

Email: _____

President: _____

Date: _____

Waiver Information

A community college may petition the Iowa Department of Education for consideration of a waiver if a program requires more credit hours than allowed under administrative rule due to the requirements of nationally-recognized accrediting bodies or because of requirements in state law related to preparation for a specific occupation. The waiver process for career and technical programs is described on pages 11 and 12 of Program Approval: Guidelines for Iowa Community Colleges.

The department will acknowledge this petition upon receipt. Within 30 days of receipt, the department will submit this request to the chief academic officers (CAOs) and other interested parties. The CAOs will review the request and provide a recommendation to the department regarding whether approval should be granted. Within 90 days, the department will review the petition and issue a ruling (and waiver, if appropriate).

Duration

A waiver may be granted for a period of no longer than two years, after which reapplication is required. A waiver may be granted on a longer-term basis of no longer than ten years, if a shorter term waiver is not practical.

Duration Requested _____ **Academic Years Requested** ***(e.g., 2012-2013 to 2014-2015)***

Justification

Statement on the Impact of the Requested Waiver on Student Achievement

Information Known on the Department's Treatment of Similar Cases

Additional Information Relevant to the Petition (optional)