



**Course Waiver Credit for Upper Division Program Courses  
Request Form**

This form is to be completed by students requesting to waive core program courses for equivalent coursework completed at another appropriately accredited academic institution. Note: a maximum of six (6) credits may be waived at the graduate level and a maximum of thirty (30) credits may be waived at the undergraduate level. Moreover, the academic work performed should be within 7 years of attempted transfer of credit for Graduate and 10 years for Bachelor students, to insure currency of the studies' relevance to present course requirements. Please refer to the Transfer Credit Policy for Upper Division Courses in the Student Handbook – Catalog for more information.

**Student Information**

Full Legal Name: \_\_\_\_\_  
 Student ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Program of Study: \_\_\_\_\_ Program Start Date: \_\_\_\_\_

**Course Waiver Request(s)**

I am requesting that the following coursework be reviewed to determine if I may transfer in credit to be applied toward my program of study:

Westcliff Course Code	Previous Course Code and Name	Term	Grade Received	University Previously Attended

In order for requests to be considered, the following must be included:

- Completed Request Form
- Official Transcripts
- Course Catalog from the year each course was taken
- (Optional) Course syllabus

By signing below, I certify that I understand there is no guarantee of the transferability of credits.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return Course Waiver Credit Request Form to:**

Westcliff University  
 ATTN: Admissions and Records  
 4199 Campus Drive, #650  
 Irvine, CA 92612

Email: [transcriptevals@westcliff.edu](mailto:transcriptevals@westcliff.edu)  
 Phone: 888-491-8686  
 Fax: 888-409-7306  
 Website: [www.westcliff.edu](http://www.westcliff.edu)