COP 202 Exemption Form to Waive Program Requirement

Eligibility: To waive COP202, relevant full-time or equivalent part-time work experience in your major field of study within the last 3 to 5 years, must be demonstrated. Upon verification of the information provided below, you will be notified within ten business days by mail as to the approval/disapproval of this request.

Directions: Submit completed form with any attachments to: Cathy Washnock, NSCC, Business Sciences Division, Room DB-314, One Ferncroft Road, Danvers, MA 01923.

Part 1 - STUDENT INFORMATION:
Student Name: ___________________________________________     Student ID #:_____________________
Student Address: _____________________________________ ______ Email:  __________________________
Telephone:     (Home) ________________ (Cell) ______________________
NSCC Major:     (circle one)
    Accounting*
    Computer Applications*
    Computer Networking*
    Computer Programming*
    Culinary Arts & Food Service**
    Executive Admin Asst**
    Graphic Design**
    Hotel Management**
    Legal Admin Asst**
    Management*
    Marketing*
    Medical Admin Asst**
    Travel, Tourism & Hospitality**

*If waiver is approved, students must substitute a 3-credit business elective.
**If waiver is approved, students must substitute a 3-credit open elective.

Directions: Part 2 should be completed for each separate employer. Resume may also be attached. Student should sign and date as indicated.

Part 2 – EMPLOYMENT INFORMATION: (Employers will be contacted.)
Company Name: ______________________________________ Co Telephone Number:  _____________________
Company Address: ________________________________________________________________________________
Name & Title of Supervisor: ______________________________________________________________________
Email Address of Supervisor: _____________________________________________________________________
Dates Employed:     Full-time:_____________________    Average Number of Hours per Week________________
                     Part-time:_____________________    Average Number of Hours per Week________________
Job Title: _____________________________________________________________________________________
Brief Job Description: (Explain how this job relates to your NSCC program major. List duties, responsibilities and any special skills you may have; include all software used.) (Please use other side if more lines are needed.)
_______________________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
Student: _________________________________________________          Date: ____________________________
(Signature)

Office Use Only:

[ ] APPROVED: __________________________________________

[ ] NOT APPROVED (reason): ________________________________

Department Chair: ___________________________ Date: ____________________________
(Signature)

Distribution: [□] Original to Student  [□] Student Enrollment/Records  [□] Program Coordinator/ Dept Chair  [□] Coop Ed Coordinator