

FYE WAIVER FORM



**POLICY:** All incoming freshmen and transfer students with less than one full year of college experience are required to complete a First-Year Experience (FYE). Students must successfully complete FYE with a passing grade during the first year of enrollment at the College of Charleston. Completion of FYE is a part of the general education requirements. FYE consists of either a first-year seminar (FYSM) or a two course learning community (LC). Completing dual enrollment in college during high school does not waive the FYE requirement.

**Complete the following information:**

Full name: \_\_\_\_\_ CWID: \_\_\_\_\_

Check one: \_\_\_\_\_ Freshman \_\_\_\_\_ Transfer student

Date of Birth: \_\_\_\_\_

Graduation from high school: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

Campus email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

To waive the FYE requirement a student must meet at least one of the following conditions. Check either option that applies: *(If neither of these options applies you must complete the FYE requirement during your first year)*

- Student has completed at least one year or more of coursework at a college. This coursework does not include dual enrollment at a college during high school, AP or IB credits received, or online coursework.

\_\_\_\_\_

College attended	Dates of Enrollment
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- Special circumstances apply and it is in the student's best interest not to complete the FYE requirement. A written appeal by the student justifying the waiving of the FYE requirement and any documentation supporting the appeal is included with this completed FYE waiver form.
  - The FYE waiver form should be submitted before the end of the first semester of enrollment.
  - Allow approximately one week for waiver review and processing. Students will receive an email sent to the campus email confirming approval or denial of the FYE waiver.
  - Approval or denial is determined by the Director of the First-Year Experience (FYE) program. Students who choose to appeal the denial decision must submit this appeal in writing to the Associate Vice President for the Academic Experience within five days of denial notification by the FYE Director.

**FOR OFFICE USE ONLY**

\_\_\_\_\_ hereby approves the FYE waiver based on information above on \_\_\_\_\_.  
(FYE Director) (Date)

FYE waiver approved /not approved (circle one): (Put date of action in space below)

\_\_\_\_\_ If approved, FYE waiver attribute set on SGASADD

\_\_\_\_\_ E-mail sent to student regarding approval or denial

\_\_\_\_\_ Student completed alternative requirement (due to failure to enroll, withdrawal, or a grade of F)