

Recency Exception Form

Part I – To be completed by the Student then given to your Program Advisor

Request Date: _____

Student's Name: _____ Tech/Star ID: _____

Email: _____ Advisor: _____

Recency applicable to Program Major : _____

Degree type (circle if applicable): AA AAS AS or circle one: DIPLOMA CERTIFICATE

Course taken (i.e. MATH 1020): _____ # of Credits: _____ Grade: _____

College/University course taken from: _____

Year Taken: _____ Term Taken (Circle one): Fall Spring Summer Winter

Explanation of reason for Recency: _____

** Please attach any supporting documentation to this form (i.e. syllabus, course outline)

Part II - To be completed by the Program Advisor then sent to Academic Affairs

Please sign below if you approve of this request.

Program advisor signature: _____ Date: _____

Part III – To be completed by Academic Affairs and returned to the Transfer Specialist

Recency approved _____ Recency denied _____

Dean of Academic Affairs signature: _____ Date: _____

For office use only

Date entered on DARS _____ by _____