

STEP 1

Student completes [questionnaire](#)

STEP 2

Questionnaire responses are evaluated by ESP faculty

STEP 3

If experience warrants, student is invited to submit an application to have the internship/study abroad requirement waived. (Specific directions on waive application contents are provided at this point.)

STEP 4

Student communicates with their adviser to ensure the 3 credits are not needed to reach the 120 cr degree requirement.

STEP 5

Student works with Karen Armstrong at student services to create a strong application essay.

STEP 6

Student gathers other application items (verification form, etc)

STEP 7

Student submits completed waive application packet to [Haley](#) by midterms of the semester BEFORE the intended graduation semester. (e.g. if graduation is intended for SP20, completed applications must be submitted by the mid terms in the FA19 semester.)

STEP 8

The application packet is reviewed by a board of ESP faculty for approval.