

Faculty Member Request

- The EDU 250 Waiver Request Form can be obtained from:
- Your Division Chair
- EMCC Human Resources Office located in Komatke Hall A
- Via the [EM HR Website](#)

Submission of Completed Form

- The EDU 250 Waiver Request Form must be turned in to the EMCC Human Resources Office located in Komatke Hall A
- Official transcripts must be attached to the Request Form along with supporting documentation that will assist in the decision to grant the waiver:
 - Course Description(s)
 - Course Syllabi
 - Etc.

Notification of Decision to Employee

- EMCC Human Resources Office will notify the employee via email to the email address(es) on file
- Division Chair will be copied on email notification sent to the employee

If you require additional information on this process, please contact the EM Human Resources Office via telephone at 623.935.8817 or via email to dl-emc-humanresources@estrellamountain.edu.