



Course Substitution/Course Waiver

Original Adoption: June 1, 2007
 Effective Date: June 1, 2007
 Last Revision: August 28, 2014

Name: _____

Student I.D. No. _____

Campus: _____

Program Major: _____

Course Substitutions and Course Waivers are to be requested by advisor/instructors only.

COURSE SUBSTITUTION			
Course(s) Taken			Transfer Credit Accepted
Course Number/Title	College	Grade	Course Title

COURSE WAIVER
<p>The following course, _____, will be waived due to extenuating circumstances, e.g. course no longer required, course no longer offered, course content embedded in another course, etc. (Justify Below)</p> <p>Justification:</p> <p>Caution: The required number of total credit hours for a program exit must be earned to receive a credential.</p>

Approval:

Program Academic Advisor/Instructor

Date

Chief Academic Officer or Designee

Date

Processed:

Student Affairs Office

Date

Policy Reference: Louisiana Technical College Policy IS.1930.124

Approved:



Dianne Clark
Interim Director