



Policy No. IS100.6
Northwest Louisiana Technical College

COURSE SUBSTITUTION/COURSE WAIVER

Original Adoption:
 Effective Date: 06/01/07
 Last Revision:

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
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COURSE WAIVER

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)**

Justification:

Caution: The required number of total credit hours for a program exit must be earned to receive a credential.

Approval:

Program Academic Advisor/Instructor

Date

Chief Academic Officer or Designee

Date

Processed:

Student Affairs Office

Date

Policy Reference: IS.1930.124

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
X	Student Affairs Officers	08/08/06	
X	Academic Affairs Officers	08/08/06	
X	Regional Directors	06/01/07	
X	Vice President for CTE	06/01/07	06/01/07

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Hard Copy Distribution to Regional Directors

Approved:



Dianne Clark
Interim Director