



Policy No. IS1930.124
Northwest Louisiana Technical College

Course Substitution/Course Waiver

Original Adoption: June 1, 2007
Effective Date: June 1, 2007
Last Revision: August 29, 2014

Northwest Louisiana Technical College (NWLTC) allows course substitutions and waivers due to extenuating circumstances, as described in the procedures and specific information section below.

124.1 SCOPE

Under extenuating circumstances, a course may be substituted for another course or a course may be waived.

124.1.2 *Course substitution* - may include one course being substituted for another due to scheduling by the college or due to a change in major or transfer course taken by the student.

124.1.3 *Course waiver* - may be a course that is waived due to a change in curriculum whereby a course is no longer offered as a stand-alone course, but the content of the course is embedded in another course.

124.2 REQUESTS FOR COURSE SUBSTITUTION/COURSE WAIVER

124.2.1 Course substitutions and waivers should be based on extenuating circumstances.

124.2.2 The Request for Course Substitution/Course Waiver and supporting documentation must be included in the student's permanent record. The documentation is used as part of the student's graduation requirement checklist.

124.2.3 The request for course substitution/course waiver is initiated by college personnel rather than by the student.

124.2.4 The substitution/waiver must in no way negatively impact the competencies that a student must have to complete a credential.

124.2.5 The waiver must be approved by the Chief Academic Officer or designee.

124.2.6 If the substitution is a college-wide initiative, it must also be approved by the LCTCS Vice President of Career and Technical Education.

Policy Reference: LTC Form IS.100.6

Approved:

A handwritten signature in blue ink that reads "Dianne Clark". The signature is written in a cursive style with a long horizontal flourish at the end.

Dianne Clark
Interim Director