



Policy Name:	Course Substitution/Course Waiver
Policy Number:	1.124a
Effective Date:	June 1, 2007
Date of Last Revision:	July 24, 2019
Functional Area:	Academic Affairs

**Course Substitution/Course Waiver Form**

Name: \_\_\_\_\_

Banner I.D. No. &/or Last 4 of Social Security No. \_\_\_\_\_

Campus: \_\_\_\_\_ Program Major: \_\_\_\_\_

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

**Course Substitution**

<b>Course(s) Taken</b> Course Number/Title	College	Grade	<b>Transfer Credit Accepted</b> Course Title

**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:**

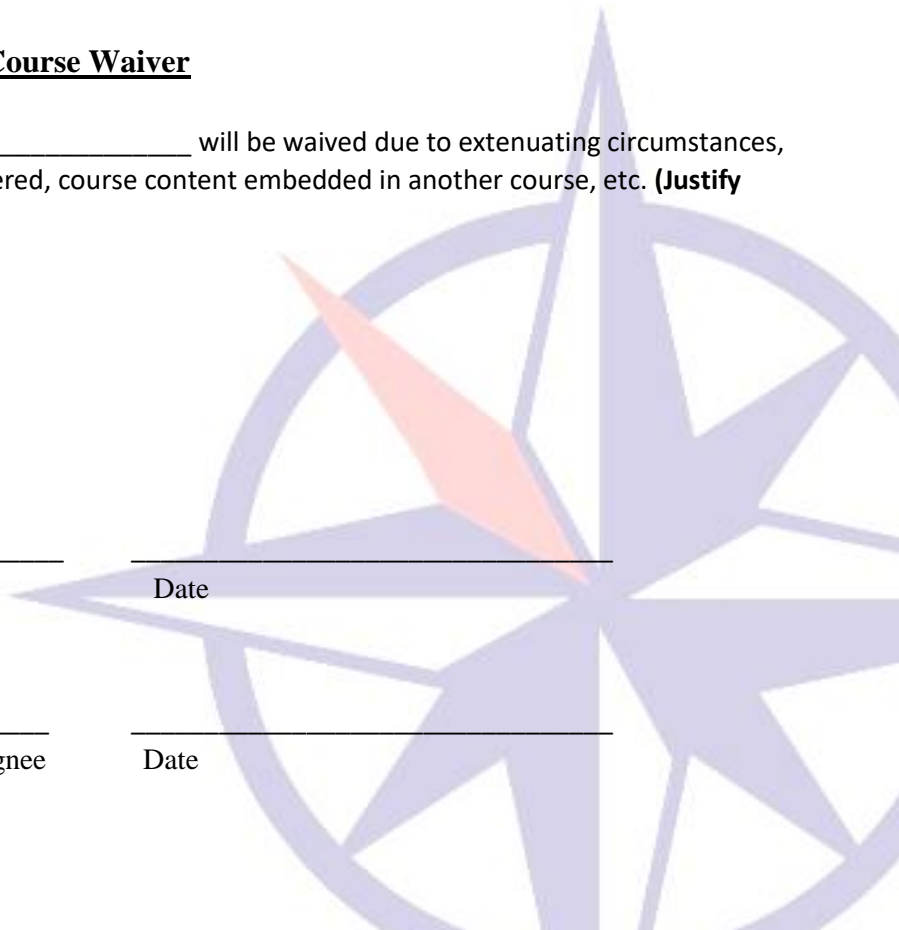
**Approval:**

\_\_\_\_\_  
Program Academic Advisor/Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Chancellor Academic & Student Affairs or Designee

\_\_\_\_\_  
Date



**Processed:**

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Student Affairs Office

Date

Policy & Reference: LTC Policy # 1S00.6 Course Substitution/ Course Waiver  
Louisiana Technical College Policy IS.1930.124

