



Title: Course Substitution/Course Waiver

Effective Date: May 15, 2007

Date of Last Revision: May 15, 2007

Review Date:

Cancellation:

Office: Instructional Services (IS 100)

Course Substitution/Course Waiver

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

Policy Reference: LTC Form IS.100.6

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
X	Student Affairs Officers	11/29/06	
X	Academic Affairs Officers	11/29/06	
X	LTC Regional Directors	06/01/07	
X	Vice President for CTE	06/01/07	06/01/07

Distribution:

Distributed Electronically via College's Intranet Hard Copy Distribution to Regional Directors

James R. Sawtelle III
Vice President for Career and Technical Education



Course Substitution/Course Waiver

Procedures and Specific Information

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.

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