

Course Substitution or Waiver for Graduation

This form is for exceptions to graduation requirements. Instructions on back. Parts 1, 2, and 3 must be complete (including Faculty and Dean signature) prior to submitting to Enrollment Services. If submitting this form digitally please email to registration@lwtech.edu.

PART 1: Student Completes

Last Name: _____ First Name: _____ Student ID#: _____

Email (please print clearly): _____

Day Phone: _____ Student Signature: _____ Date: _____

PART 2: Instructor/Student Completes

The exception is for: Program: _____ Catalog Year: _____

This request applies to:

- Bachelor's Degree
 Associate Degree
 Cert. of Proficiency
 Cert. of Completion

Acknowledgment for Use in Programs that Lead to BAS Opportunities at LWTech

I acknowledge with my signature that this substitution may prevent me from having a competitive application to an LWTech BAS program and the substitution only applies to the Associate Degree and/or Certificate.

Student Signature: _____ Date: _____

- Waiver – list course(s) to be waived: _____

<input type="radio"/> Substitution: Required course(s) (e.g., ENGL& 101)	Substitute course(s) & Quarter taken
• _____	• _____
• _____	• _____
• _____	• _____
• _____	• _____

Recommendation:

- Approve
 Deny

Faculty Name: _____ Faculty Signature: _____ Date: _____

Reason for recommendation: _____

PART 3: Dean

- Approved
 Denied
 One time exception
 Apply to ALL students in the future

Dean Signature: _____ Date: _____

PART 4: Registration

Admissions & Registration use only - Final action:

- Approved.
 Approved pending receipt and evaluation of official transcripts from other college.
 Approved pending successful completion of course at LWTech.
 Returned for more information or clarification.

Registration Staff Signature: _____ Date: _____

Lake Washington Institute of Technology Course Substitution or Waiver for Graduation Directions and Important Information

Directions

1. Completed form (Parts 1, 2, and 3) is turned in to Enrollment Services.
 - a. **IMPORTANT:** Incomplete or unclear requests will be returned for more information.
2. At graduation, approved petitions are used to judge satisfaction of requirements.

Definitions

- **Waiver:** elimination of a requirement.
- **Substitution:** allowing one course to count in place of a different course.

Important Dates

1. Exceptions depend on students successfully completing substitute courses.
2. Waiving or substituting a course could leave a student short on other requirements.
3. Waivers:
 - a. Students still must to meet credit requirements.
 - b. Students still must to meet program requirements.
4. Substitutions:
 - a. One course may not count for two course requirements. E.g., if a technical elective substitutes for a regular technical course, the student could be short technical elective credits.
 - b. Substitute courses must have a 2.0 grade or higher. An approved petition cannot be used if the final grade is under 2.0.
 - c. If a substitute course was taken at another college, the student must submit an official transcript from the other school, and Enrollment Services must judge the course to be transferable. Determination of transferability rests with Enrollment Services.
5. Financial aid recipients should discuss current quarter changes with the Financial Aid Office.

General Principles

1. Catalog Rights: Students may use any set of requirements in effect from time of first registration until graduation. Students *cannot* “mix and match” different sets of requirements.
2. The waiver and substitution petition should be done as early as possible.
3. If a program has an approved list of substitute courses, that can be used instead of the petition.
4. If an approved petition creates a conflict with other graduation requirements, the registrar may be unable to approve graduation. Graduation requirements must be considered in total.