

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

LoLA No.: \_\_\_\_\_ Program: \_\_\_\_\_

Campus: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**(FOR OFFICE USE ONLY)**

<b>COURSE SUBSTITUTION REQUEST</b>				
<b>College</b> <small>(Ex: Southeastern LA University)</small>	<b>Course/s</b> <small>(Ex: ENGL 101 Composition I)</small>	<b>Semester</b> <small>(Ex: Fall 2010)</small>	<b>Grade</b> <small>(Ex: A)</small>	<b>Transfer Credit</b> <small>(Ex: ENGL 1015)</small>

<b>COURSE WAIVER REQUEST</b>
<p>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. <b>(Justify Below)</b></p> <p><b>JUSTIFICATION</b></p>          <p>Caution: The required number of total credit hours for a program exit must be earned to receive a credential.</p>

**APPROVAL:**

\_\_\_\_\_

NTCC Divisional Dean

  

\_\_\_\_\_

Date

<b>OFFICE USE: Registrar Office</b>	
<u>OFFICIAL TRANSCRIPT</u>	
<u>ON FILE</u>	
_____	_____
Initials	Date Rec'd