



# Course Substitution or Waiver for Graduation

**This form is for exceptions to graduation requirements. Instructions on back  
Parts I, II, III and IV must be complete (including Faculty/Advisor and Dean Signature)  
prior to submitting to Enrollment Services.**

ES029 Course Substitution or Waiver 08May2009 (developed and maintained by Enrollment Services) updated 09-25-17

<b>Part I</b> Student Completes	Student Name: _____ Student ID #: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <span>(Last)</span> <span>(First)</span> </div> Email: _____ <div style="text-align: center;">(PLEASE PRINT CLEARLY)</div> Day Phone: _____
<b>Part II</b> Advisor/Instructor Completes	The exception is for - Program: _____ Catalog Year: _____ <div style="text-align: center;">(Attach copy of program sheet if possible)</div> This request applies to:    Bachelors Degree    Associate Degree    Cert. of Proficiency    Cert. of Completion  1.    Waiver – List course(s) to be waived: _____ 2.    Substitution: Required course(s) (e.g. ENGL& 101)    Substitute course(s) & Quarter taken <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">           _____            _____            _____            _____         </div> <div style="width: 35%;">           _____            _____            _____            _____         </div> </div> Recommendation:    Approve    Deny    _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <span>(Faculty/Advisor Signature)</span> <span>(Date)</span> </div> Reason for recommendation:
<b>Part III</b> Student Completes	<b>Acknowledgment for Use in Programs that Lead to BAS Opportunities at LWTech</b>  I acknowledge with my signature that this substitution will 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: _____
<b>Part IV</b> Dean	<b>Dean's Use Only - Decision for Waiver or Substitution</b>  Approved    Denied    _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <span>(Dean Signature)</span> <span>(Date)</span> </div>
<b>Part V</b> Registration	<b>Admissions &amp; Registration Use Only</b> 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
_____ <div style="display: flex; justify-content: space-around;"> <span>(Registration Staff Signature)</span> <span>(Date)</span> </div>	

# Lake Washington Institute of Technology

## Course Substitution or Waiver for Graduation

### Directions and Important Information

#### DIRECTIONS:

1. Completed form (Parts I, II, III and IV) 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 NOTES:

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.
5. For those programs with 2-year degrees that are aligned with BAS programs offered by College in the same field (e.g. Digital Gaming), **Course Substitutions will not be made for 2-year degree requirements that would disadvantage the student in the application process for the BAS in that field of study.** If the student does not intend to apply for or enter the BAS program, course substitutions of this type MAY be made in order to effectuate completion of the 2-year degree ONLY if the student acknowledges in writing that they understand that the course substitution granted to effectuate completion of their degree will disadvantage them in applying for or completing the requirements of the College's BAS program in that field of study. Such substitution requests must be acknowledged by the student on the first page of this form.