

Request for Credit/Waiver of Courses

A. STUDENT:

Lakeland ID Number (LID)

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Last Name: _____ First Name: _____

Address: _____ Phone Number: (____) _____

City: _____ State: _____ Zip: _____

Carefully read procedures on page 2 before continuing.

I wish to apply for (only ONE course per form):

Course Substitution (no fee).

	COURSE NO.	COURSE TITLE	CREDITS
Required Course:			
Requested Substitution:			

Course Waiver (no credit/no fee).

Credit by Standardized Exam, e.g. College Level Exam [CLEP] (no fee).

Credit by Experience (fee: 50% of the in-county instructional fee for the course if credit is granted).

Credit by Certification (fee: 50% of the in-county instructional fee for the course if credit is granted).

Credit by Examination (fee: 50% of the in-county instructional fee for the course). Fee must be paid prior to the examination.

COURSE NO.	COURSE TITLE	CREDITS	FEE CALCULATION

Student's Signature: _____ Date: _____

Name of Consulting Faculty Member: _____

Student Program: _____

B. FACULTY: Provide your rationale for recommending/not recommending the request. Attach appropriate documentation. (If a fee is required, send form to student for payment. If no fee is required, distribute copy of form to Student, Division Dean and Admissions).

Faculty or Counselor's Signature: _____ Date: _____

Recommended Not Recommended

C. DIVISION DEAN: Provide appropriate rationale for approving/not approving the request.

Division Dean's Signature: _____ Date: _____

Approved Not Approved Credits Granted Number: _____

D. OFFICE OF THE REGISTRAR: Date processed: _____ (for credit only)

PROCEDURE FOR REQUESTING CREDIT/WAIVER OF COURSES

1. A student may receive credit or course waiver if he/she can demonstrate proficiency and knowledge in a particular subject in accordance with college and/or departmental policies.
2. The student interested in this should consult the current college catalog for details, especially the section entitled, "Evaluation for Prior Learning."
3. Special Note: The college takes every precaution to ensure the security of submitted materials, but **the student is responsible** for collecting submitted materials after a decision has been reached regarding credit/waiver of a course.

COURSE SUBSTITUTION or COURSE WAIVER

1. The student completes Part A. of the form.
2. If the request is for course substitution, both courses should be noted on the form.
3. The student submits the form to the division dean or his/her faculty representative for review.
4. The faculty member and/or dean may ask to meet with the student to discuss the request for course substitution or course waiver.
5. The decision of the reviewer will be recorded on the Request for Credit/Waiver form and processed according to the guidelines.
6. No fee is assessed for course substitution or course waiver.

CREDIT BY STANDARDIZED EXAMINATION

1. The student completes Part A. of the form and attaches documentation of test scores.
2. The student submits the form to the division dean or his/her faculty representative for review.
3. The decision of the reviewer, based upon departmental policy, will be recorded on the Request for Credit/Waiver form and processed according to the guidelines.
4. No fee is assessed for credit by standardized examination.

CREDIT BY EXPERIENCE

1. The student completes Part A. of the form.
2. The student prepares a detailed resumé/portfolio, documenting experience as it relates to the course for which credit is requested. Any documentation provided must specifically address the course description and outline involved.
3. The student submits the form and resumé/portfolio to the division dean or his/her faculty representative for review.
4. The division dean may ask to meet with the student to discuss the request for credit by experience.
5. The decision of the reviewer will be recorded on the Request for Credit/Waiver form and processed according to the guidelines.
6. The student be required to pay a fee equal to 50% of the in-county instructional fee only if credit is approved.

CREDIT BY CERTIFICATION

1. The student completes Part A. of the form.
2. The student submits the certificate, documenting training related to the course for which credit is requested to the division dean or his/her faculty representative for review.
3. The division dean may ask to meet with the student to discuss the request for credit by certification.
4. The decision of the reviewer will be recorded on the Request for Credit/Waiver form. The documentation will be attached and the request processed according to the guidelines.
5. The student be required to pay a fee equal to 50% of the in-county instructional fee only if credit is approved.

CREDIT BY EXAMINATION

1. The student completes Part A. of the form.
2. The student submits the form to the division dean or his/her faculty representative for review.
3. If determined that credit by examination is appropriate, the student is required to pay a fee equal to 50% of the in-county instructional fee prior to the examination.
4. The division dean or his/her faculty representative will proctor and grade the examination.
5. The division dean or his/her faculty representative will meet with the student after administration of the exam, if appropriate.
6. The results of the examination will be recorded on the Request for Credit/Waiver form and processed according to the guidelines.