



Placement Waiver/Prerequisite Override Request Form

The Waiver Team strives to save students unnecessary placement testing and repeated courses while ensuring that they are *not* cleared to register for courses for which they are not prepared. In both matters we are responsible to the student requesting the waiver, to the academic department offering the desired course, and even to the other students taking the course.

The Waiver Team serves over 4000 students yearly, or 20% of the entire LCC student population. Each year we grant over 7500 placement levels, and we give over 2000 prerequisite overrides, or as many as all other departments combined. While waivers at peak times could take up to three business days to process, 76% are done the same business day, and another 20% the next.

We look forward to serving you.

IMPORTANT! Please review what we **cannot** do in the 18 notes below, along with the criteria we **can** use in the "Staff Use Only" section. *If you do not meet the minimum criteria, you will not be eligible for a placement waiver* and instead must take LCC assessment.

Reading and Writing Levels: We CANNOT grant placement levels from

- 1) ACT Eng/Rdg scores below 20 or SAT Rdg scores below 430,
- 2) non-Accuplacer tests (WorkKeys, COMPASS, ASSET, etc.),
- 3) other schools' developmental or remedial classes,
- 4) other schools' classes in ESL,
- 5) any grades below a 2.0 or C (not C-),
- 6) any classes still in-progress, or
- 7) any classes or degrees not from an English-speaking country.
- 8) TOEFL may give a Reading Level but **not** a Writ Level; and
- 9) CLEP Fresh Comp/Modular or Lit may give levels, but **not**

Math Levels: We CANNOT grant placement levels from

- 10) any high school classes,
- 11) any SATs, WorkKeys, GREs, etc.,
- 12) other schools' tests (except Accuplacers *under 2yrs old*),
- 13) any classes below Intermediate Algebra,
- English Comp or College Comp w/out Modular.
- 14) any grades below a 2.0 or C (not C-) or ACTs below 22,
- 15) any classes still in-progress,
- 16) any classes or ACTs taken *over 2yrs ago*, or
- 17) any classes in Accg, Econ, or Statistics.

Prerequisite Overrides: 18) If your prerequisite class is being taken at another school and is *not yet done*, then for an override you **must** contact the department offering the LCC course(s) you want to take. (See the schedule book or online: <http://www.lcc.edu/academics/>)

QUESTIONS...? See our FAQs <http://www.lcc.edu/advising/waivers.aspx> or e-mail us: waiver_requests@lcc.edu.

To request a placement waiver and/or prerequisite override, submit this completed form **along with any necessary documents** to Advising **in person** (212 Gannon Building), **via fax** (517.483.1970), or **by e-mail** (waiver_requests@lcc.edu).

The Waiver Team will evaluate requests within **1 to 3 business days**, and **we will e-mail you** as soon as we are done. Notice also that **you can see your placement levels online** by logging in to Star Port and clicking the "Student" tab.

Name: _____ LCC student #: _____ Date of birth: _____

Date submitted: _____ Contact e-mail: _____ Phone: _____

(Print your e-mail address very clearly. Differentiate between 0 and O, 1 and L, 5 and S, etc.)

- I only need placement levels* to register (Circle which ones): Rdg Writ Math
- I need a prerequisite override* to register for _____ in Fall/Spring/Summer semester (Circle which) because my desired course(s) need(s) the following course as its prerequisite*: _____

* To find out whether you need only levels or an override, check the schedule book, or search the course description online: <http://www.lcc.edu/courses/>

Documents submitted: Diploma College transc Web transc Grade report Test report H.S. transc Other _____

NOTE! Official transcript already sent to LCC's Registrar's Office...? Processing in Registrar's still may take 6 to 12 wks, so **if the credits are not already posted to your LCC record, then for waivers you must submit an unofficial transcript now.**

- No attachments because I have submitted documents to the Waiver Team (**not Registrar's**) previously.
- No attachments because my prerequisites were taken at LCC or have **already** transferred in to LCC.
- No attachments because I am currently repeating a prerequisite taken previously at LCC.

Institution: _____ Course(s) that fulfill LCC prereq/level: _____ Term/Yr taken: _____

Staff eval'd _____ Date _____ **S T A F F U S E O N L Y** Contacted? (Y/N) Date _____
Method: Ph. Contact/Ph. Msg./E-mail/FTF

Reading Level (Y/N) _____ Writing Level (Y/N) _____

- ACT English 20+ _____ ACT Rdg 20+ _____ TOEFL comp173/ppr500/iBT61 _____ SAT Verb/Crit R 430+ _____
- Freshman Eng 2.0+ _____ AP Engl score 3+/cr _____ CLEP FreshmComp/Lit 65% (52pts) _____ College literature 2.0+ _____
- College degree _____ Other (Specify) _____

Math Level (Y/N) _____ from 2.0+ or ACT Math 22+ taken *within the last 2 years*. (Grade _____ Semester and year _____)

- ACT Math 22+ _____ Intermediate Algebra College Algebra Finite Math Math for Elementary Teachers I or II
- Pre-Calculus I Calc w/ Applications/Survey of Calc
- Pre-Calculus II/Trig Calculus I Calculus II Calculus III Differential Equations Linear Algebra

Override (Y/N) Adv Per Dept Course and sem: _____ (Prereq used: _____)