

Course Substitution/Waiver Request

Students may request that a course previously taken at another institution or at Inver Hills Community College be used in place of specific course or degree requirement for a program at Inver Hills. Be aware that your request will not be processed if you do not include relevant documentation. Please refer to the instructions on the second page of this form for examples of documentation you should include. **Return the completed form to the Office of Enrollment Services.**

Your Information: *(please print)*

Name: _____ Student ID: _____
 Street Address: _____ Program/Major: _____
 Street Address: _____ Telephone: _____
 City, State, ZIP _____ Email: _____
 Catalog in which requirements will be completed: Year _____ - _____

Complete either section A or section B below (attach additional pages if necessary):

A. Course Substitution *(see page 2 for definition)*

I have taken this course OR I want to take this course:

Course Name	
Course Number	
Number of Credits	
Institution Offering the Course	

I would like to substitute it for this Inver Hills course:

Course Name	
Course Number	
Number of Credits	
Institution Offering the Course	Inver Hills Community College

B. Degree Requirement Waiver: *(see page 2 for definition)*

I have gained the necessary experience and knowledge for this degree requirement by:

I would like to waive this degree requirement. I understand that if this request is approved, I must make up these credits with appropriate coursework:

Course Name: _____
Course Number: _____
Number of Credits: _____

Student signature: _____ **Date:** _____

IHCC employee signature, if appropriate _____

OFFICE USE ONLY

Administrator action:

Approved degree requirement waiver Approved course equivalency
 Approved course substitution Denied
 This petition cannot be approved at this time because the student must include the following documentation:

Additional administrator comments:

Administrator name: *(print)* _____ Date: _____
 Administrator signature: _____ Date: _____
 Logged by: _____ Date: _____

Instructions on Completing the *Substitution/Waiver Request Form*:

- 1) Obtain this form from the Information Center, the Office of Enrollment Services, or online at www.inverhills.edu (click on "Forms").
- 2) Complete all relevant pages of the course substitution/waiver form typed or in legible handwriting.
- 3) Attach documentation as directed below under "**Definitions.**" By enclosing relevant documentation you will increase the likelihood of having your petition approved.
- 4) Return this form along with any documentation to the Office of Enrollment Services. This form can be mailed, dropped off in person, or faxed. The contact information is as follows:
 Inver Hills Community College
 Attn: Office of Enrollment Services
 2500 East 80th Street
 Inver Grove Heights, MN 55076
 651-450-8500 (phone), 651-450-8677 (fax)
- 5) Allow 21 calendar days for processing. If additional documentation is needed, your request will not be approved and you will be required to submit additional documentation.

Definitions:

- A) **Course Substitution:** A course substitution uses a course taken at Inver Hills or another institution in place of a required course for a degree or certificate program. In order for a course substitution to occur, the student must have taken a course at Inver Hills or transferred credit from another institution into Inver Hills. If possible, students should include the following documentation when requesting a course substitution:
- Inver Hills DARS report or transfer evaluation showing the course(s) has been accepted as transfer credit.
 - Inver Hills transcript (if the course has been completed at Inver Hills).
 - A copy of the transcript from the previous institution.
 - A copy of the course description and/or course syllabus.
- B) **Degree Requirement Waiver:** A degree requirement waiver exempts the student from having to complete a particular course for a degree or certificate program. A student may request a degree requirement waiver if they feel that courses taken at another institution or if life/work experience has provided them with sufficient knowledge of the course content. If a degree requirement waiver is granted, the student must still make up the credits for that degree requirement by completing appropriate coursework. Below are some examples of documentation a student might include with their petition:
- A copy of the transcript from the previous institution.
 - A copy of the course description and/or course syllabus.
 - A detailed description of experience gained through work/school/life.
 - Other documentation depending on your situation

Determining What Form to Use:

I Want...	Form You Should Complete	Person Reviewing Request
A degree requirement waived	<i>Course Substitution/Waiver form</i>	Academic Deans
A transcript review	<i>Student Petition form</i>	Director of Enrollment Services
An exception to registration timelines	<i>Student Petition form</i>	Associate Dean of Students
Financial aid	<i>Student Petition form</i>	Associate Dean of Students
To be admitted to the college	<i>Student Petition form</i>	Director of Enrollment Services
To be admitted to a program (Nursing, EHS, CNT)	<i>Student Petition form</i>	Academic Deans
To be readmitted because I was suspended	<i>Petition for Enrollment Eligibility after Suspension form</i>	Director of Enrollment Services
To drop or withdraw from a course after the deadline	<i>Student Petition form</i>	Associate Dean of Students
To graduate, but do not qualify	<i>Student Petition form</i>	Director of Enrollment Services
To receive financial aid after being dismissed	<i>Petition for Financial Aid after Dismissal form</i>	Associate Dean of Students
To substitute one course with another	<i>Course Substitution/Waiver form</i>	Academic Deans
Transfer credit that was denied	<i>Student Petition form</i>	Director of Enrollment Services
To petition something else	<i>Student Petition form</i>	Director of Enrollment Services