

All LCC students are required to have placement levels on file and meet individual course prerequisites before they can register. The waiver form can be used to obtain placement levels in Reading, Writing, and Math and/or to receive a prerequisite override based on previous college-level coursework.

It also can be used to waive new student orientation. LCC does not require orientation for transfer and guest students. However, we invite you to complete orientation online or in person to learn more about your options and resources for success at LCC.

	X00	
Name	LCC Banner ID	Date of Birth
	Contact E-mail Address <i>*Waiver results will be sent here within 1-3 business days</i>	
Date Submitted		

Type of Request (Choose 1 or more)

- I need Orientation to be waived.
 - I have attached documentation to verify I have completed college-level classes at another institution.

- I need Placement Levels based on my...
 - ACT / SAT scores ★ *See required ACT /SAT scores on the back page*
 - College-level courses in Writing and/or Math.
 - *Grades must be a 2.0 (C) or higher. Courses in-progress cannot be used.
 - *Math levels above 4 cannot be granted from Math courses completed over 2 years ago.
 - *Acceptable math courses are Intermediate Algebra or higher, Quantitative Literacy / Math for Liberal Arts, or Stats (Econ and Accounting classes not accepted).
 - *Developmental, Remedial, or ESL classes cannot be used to grant a waiver.
 - *Courses from Foreign countries, not primarily English-Speaking, are not accepted.
 - Associate, Bachelor's, or higher degree (U.S. or other English-speaking country)
 - Accuplacer placement test results from another college
 - I have attached documentation to verify completion of 1 or more of the items above.

- I need a Prerequisite Override to register for the LCC course(s) listed below.
 - List course(s) needing an override: _____
 - Circle semester you will take above course(s): **Fall** (Aug.-Dec.) **Spring** (Jan.-May) **Summer** (May-Aug.)
 - I have attached my unofficial transcripts to document that I have successfully satisfied the prerequisite coursework, and I understand the requirements listed below. **Institution:** _____
 - *Courses in-progress cannot be used by the Waiver Team. Contact the LCC Department of the course for an in-progress overrides.
 - *Grades must be a 2.0 (C) or higher.
 - *MATH course overrides cannot be granted from Math classes completed over 2 years ago.
 - *Courses from foreign countries that not primarily English-speaking are not accepted.

★ *The waiver form does not transfer in credit. Students must have their previous institution submit official transcripts to LCC's Registrar's Office for credit evaluation.*

Submitting My Waiver Form

Waivers will be processed in 1-3 business days in the order they are received. Results will be emailed. Please submit your waiver form and documentation through one of the four options listed below.

- Email: waiver_requests@lcc.edu
- Fax: (517) 483-1970
- Drop-off: Advising Desk - Gannon Building Star Zone
- Contact the Waiver Team: Erica James – Lead Waiver Team Member, james10@lcc.edu, (517) 483-1193

Scores & Grades Needed to Receive Placement Levels

READING	LCC Reading Level 2	LCC Reading Level 3	LCC Reading Level 4	LCC Reading Level 5 (college-level)
ACT Reading Score	12-13	14-15	16-17	18 or higher
SAT Evidence-Based Reading & Writing Score	N/A	N/A	N/A	480 or higher
SAT Reading Score	N/W	N/A	N/A	24 or higher
College Writing Grade				2.0 / C grade or higher

WRITING	LCC Writing Level 2	LCC Writing Level 3	LCC Writing Level 4	LCC Writing Level 6 (college-level)	LCC Writing Level 8
ACT English Score needed	12	13	14-17	18 or higher	N/A
SAT Writing and Language Score	N/A	N/A	N/A	25 or higher	N/A
SAT Evidence-Based Reading & Writing Score	N/A	N/A	N/A	480 or higher	N/A
College-Level Writing Grade needed	N/A	N/A	N/A	2.0 / C or higher	2.0 / C or higher in higher-level course

MATH	Grade/Score	Time Limit?	LCC Math Level	Time Limit?	LCC Math Level
Trigonometry / Pre-Calculus, Calculus I, or higher (incl. AP or IB)	2.0+	2 years	9	Any age	4
Calculus with Applications / Survey of Calculus I or II	2.0+	2 years	7	Any age	4
Pre-Calculus I	2.0+	2 years	7	Any age	4
Intermediate Algebra, College Alg, Finite Math, or Math for EI Ed	2.0+	2 years	6	Any age	4
Statistics, Math for Liberal Arts, or Math for Business	2.0+	Any age	4		
Basic Math / Pre-Algebra or Intro Algebra / Beginning Algebra			NA		
SAT Math, 2016 and later	690-800	2 years	9	Any age	4
SAT Math, 2016 and later	620-689	2 years	7	Any age	4
SAT Math, 2016 and later	550-619	2 years	6	Any age	4
SAT Math, 2016 and later	200-549		NA		
SAT Math before 2016			NA		
ACT Math	29-36	2 years	9	Any age	4
ACT Math	26-28	2 years	7	Any age	4
ACT Math	22-25	2 years	6	Any age	4
ACT Math	1-21		NA		

Staff Use Only

Staff eval'd _____ Date _____ Contacted? (Y/N) Date _____ Method: Ph. Contact/Ph. Msg./E-mail/FTF

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

ACT Rdg _____ SAT Reading 24+ _____ ACT English _____ SAT Writ/Lang 25+ _____ SAT Evidence-Based Read/Writ 480+ _____
 Freshman Eng 2.0+ _____ AP Engl score 3+ _____ CLEP College Comp 50pts+ _____ College literature 2.0+ _____
 College degree _____ Other (Specify) _____

Math Level (Y/N) _____ Course Semester and year _____ or Test Month and Year _____

ACT Math _____ SAT Math (2016 on) _____ Intermed. Algebra _____ College Algebra _____ Finite Math _____ Math for EI Ed I/II _____
 Pre-Calc I _____ Calc w/ Appl/Survey of Calc _____
 Pre-Calc II/Trig _____ Calculus I _____ Calculus II _____ Calculus III _____ Differential Eq. _____ Linear Algebra _____

Override (Y/N) to take Course _____ in Sem-Yr _____ Prereq used: _____