



XLN 100S Online Readiness Waiver Request

Last Name _____ First Name _____ M.I. _____

Student ID# _____ Current Phone Number _____

Email Address: _____

A student may petition to waive the XLN 100S Online Readiness Proficiency.
To request a waiver, the student must:

1. Complete this XLN 100S Online Readiness Waiver Request.
2. Attach documentation demonstrating successful completion of an online class, classes, or program at another regionally accredited college or university.
3. Include a copy of the Registration/Add/Drop form.
4. Submit both forms to the Director of Student Services, Director of Career Pathways Advising, the Registrar, an Academic Dean, or the Dean of Darke County Campus.
5. The request and supporting documentation will be reviewed for approval/disapproval.
6. Student Affairs will notify the student of the results at the email address listed above.

Student's Signature _____ Date _____

FOR COLLEGE USE ONLY

Approved

Disapproved

Name

Title

Signature

Date

Processed by _____
Date _____