POLICY TITLE
Course Substitution

POLICY NUMBER
ASOM 4.24

PRIMARY RESPONSIBILITY
Academic Affairs

CREATION / REVISION / EFFECTIVE DATES
Revised January 1998; December 2002; June 2007; Summer 2010/Effective Summer 2010; Revised August 2012 / Effective fall term 2012; Revised November 2013/Effective Spring 2014; Revised January 2014/Effective Spring 2014; Revised September 2014/Effective September 2014; Revised July 2015/Effective immediately; Revised August 2016/Effective immediately; revised September 2017/effective immediately

PURPOSE
Generally, completion of the curriculum defined by faculty is required for a student to be awarded a degree or certificate. On occasion, however, it may be acceptable to substitute a different course/s for the course prescribed in the curriculum. This policy defines the circumstances under which course substitutions are appropriate.

ORGANIZATIONAL SCOPE OR AUDIENCE
Faculty, Staff and Students

DEFINITIONS

POLICY
Course substitutions shall be made only when the resulting substitution is relevant to the course it replaces and maintains the integrity of the academic program. No more than 20% of the total credit hours required in a degree or certificate program may be substituted. Credit hours may exceed 20% when significant curriculum changes during the student’s time of attendance occurred and the student has not discontinued attendance for more than six consecutive semesters. Credit for course substitutions required for a degree or certificate objective must be recommended by the program chair and approved by the Campus Academic Officer or designee. These decisions are made on a student-by-student basis.

Examples of situations that may warrant course substitutions include, but are not limited to, the following:

● the student has completed a higher-level course than the prescribed course, (excluded from the 20% limit)
● the required course is cancelled in the student’s final term,
● MATH 122 or MATH 123 may be substituted for MATH 118 with the same grade substitution as if they had repeated MATH 118. This opportunity is offered to accommodate students as MATH 118 is phased out of the curriculum.
● IVYT 111, 112, 113, 114, 115, and 116 may be substituted for IVYT 101 with the same grade substitution as if they had repeated IVYT 101. This opportunity is offered to accommodate students as IVYT 101 is phased out of the curriculum.
● The student has previously completed a college degree and, therefore, is awarded credit as a verified competency for IVYT.

PROCEDURE
The chair must complete the course substitution form listing the required course and the approved substitution. Upon completion, the chairperson routes the form to obtain the required signatures. The Office of the Registrar is responsible for processing the substitution on the student’s official transcript.

In the case of substituting a grade in MATH 122 or MATH 123 for MATH 118 or in the case of awarding verified credit for IVYT, no course substitution form is required.

REFERENCES
Course Substitution Form

RESOURCE PERSON
Vice Chancellor for Academic Affairs