

ISP 470

Course Substitution or Waiver Policy

PURPOSE

Allows a student to have a course substituted or waived for certificate or associate degree requirements.

SUMMARY

Required courses for an associate degree or certificate of completion may be substituted or waived if a student can demonstrate that the learning outcomes and/or skill competency has been achieved in another way.

STANDARD

1. The program that the student is seeking the substitution/waive for must be on the student's record in the Student Information System (SIS).
2. Submitting a substitution for transfer work; the official transcript has had to be received and evaluated by Graduation Services prior to submission.
3. When a required course is waived, the total minimum credits stated for the degree or certificate are still required.
4. In AAS and Certificate programs:
 - a. A substitution for related instruction courses requires approval from both Department Chair/Director and Dean responsible for the program. If the substitution involves a class not on the catalog related instruction list, additional approval is required by the Department Chair/Director and Dean of the department offering the curriculum.
 - b. All substitutions and waivers for program specific core and elective courses require approval by the Department Chair/Director and Dean of the department responsible for the program.
5. In AGS, AAOT, ASOT's, AAT's, & AST's degrees approval for course substitution of courses requires both Department Chair/Director and Dean signatures from the department and division providing the course on the Waiver or Substitution of a Course form.
 - a. Approval for a course substitution or waiver in the AS degree require both Department Chair/Director and Dean signatures from the department and division providing the curriculum on the Waiver or Substitution of a Course form in consultation with the receiving 4-year institution and/or in accordance with the current transfer guide/articulation agreement.
6. General Education and/or related instruction courses can not be waived but may be substituted with other college level coursework that has been approved by the Department Chair and Dean from the department/division providing the curriculum or course.

7. Prior to approval, Department Chairs/Directors will consult with discipline lead instructors or faculty content experts as needed.
8. The Request to Waive Substitute Form needs to be completed and returned to the Registrar's office regardless if it is approved or denied for all requests.
 - a. A rationale for the appropriateness of the substitution or waive is required for approval or denial along with signatures.
 - b. The Registrar's office provides institutional approval based on accreditation standards, government regulations, and degree outcomes by applying the approved substitution/waiver to the student's record.
9. No more than 25% of the degree/certificate requirements may be waived or substituted.

REVIEW HISTORY

ISP Committee	Updated	May 12, 2023
Presidents' Council	Reviewed	May 2, 2023
College Council	Reviewed	February 17, 2023
ISP Committee	Reviewed	October 14, 2016
College Council	Reviewed	June 3, 2016
College Council	Reviewed	June 4, 2010
College Council	Reviewed	February 20, 2004
College Council	Reviewed	May 4, 2001
Instructional Council	Reviewed	February 12, 1988