

COURSE SUBSTITUTION

POLICY NUMBER: AAPC-COURSESUBST

POLICY TYPE: ACADEMIC & ADMISSIONS POLICY COMMITTEE

RESPONSIBLE OFFICIAL TITLE: PROVOST & EXEC. VICE PRESIDENT FOR ACADEMIC AFFAIRS

RESPONSIBLE OFFICE: VICE PROVOST FOR UNDERGRADUATE ACADEMIC AFFAIRS

EFFECTIVE DATE: UPON PRESIDENTIAL APPROVAL - 4/23/2018

NEXT REVIEW DATE: PRESIDENTIAL APPROVAL PLUS FOUR (4) YEARS – 4/23/2022

SUPERSEDES POLICY DATED: 10/27/2010

BOARD OF REGENTS REPORTING (CHECK ONE):

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

Requirements for specific majors and minors have been carefully established by the faculty of the relevant department, and they have been approved by the University Curriculum Committee. Thus, students are strongly urged to complete the requirements as listed in the catalog that they are following.

There are, however, limited circumstances that justify deviating from the required list of courses, and the student may be allowed to substitute a different course in place of a required course. In those instances, a course substitution form must be requested by the faculty advisor, approved by the department chair, and submitted to the registrar's office.

II. ENTITIES AFFECTED

Students

III. REFERENCES AND RELATED MATERIALS

[Catalog of Record](#)

[Graduation – Associate's Degree](#)

[Graduation – Bachelor's Degree](#)

[Course Pre-Requisites and Co-Requisites](#)

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Correction to header information (e.g., review cycle should be 4 years)	April 11, 2020
Review/Edits	April 23, 2018
Revision	October 27, 2010

COURSE SUBSTITUTION

PRESIDENTIAL APPROVAL

PRESIDENT

Signature



Date

4/23/18

Gerard St. Amand

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

- This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.
Date of Board of Regents meeting at which this policy was reported: ____/____/____.
- This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.
 - The Board of Regents approved this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)
 - The Board of Regents rejected this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

EXECUTIVE ASSISTANT TO THE PRESIDENT/SECRETARY TO THE BOARD OF REGENTS

Signature

Date

Benjamin Jager

Course Substitution

PRESIDENTIAL APPROVAL

PRESIDENT

Signature



Date

4/23/18

Gerard St. Amand

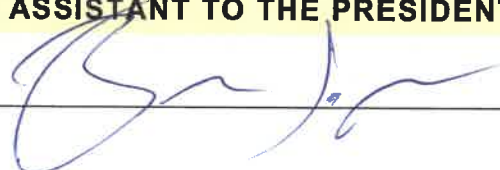
BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

- This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.
Date of Board of Regents meeting at which this policy was reported: 9/12/18.
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EXECUTIVE ASSISTANT TO THE PRESIDENT/SECRETARY TO THE BOARD OF REGENTS

Signature



Date

9-18-18

Benjamin Jager