



<u>ACADEMIC POLICY</u>  ADAMS STATE COLLEGE	<b>POLICY NUMBER:</b> 100-02-03	<b>PAGE NUMBER</b> Page 1 of 2
	<b>CHAPTER:</b> Academic Affairs	
	<b>SUBJECT:</b> Academic Advising & Required Approvals: Course Substitutions	
<b>RELATED POLICIES:</b>   <b>OFFICE OF PRIMARY RESPONSIBILITY:</b> Office of Academic Affairs	<b>EFFECTIVE DATE:</b> Adopted February 2007	
	<b>SUPERSESION:</b> TBD	
	 Dr. David Svaldi President	

## Course Substitutions – Undergraduate Students

### I. POLICY:

Course substitutions within a major or minor, must be approved by the department chair of that discipline. Course substitutions for general education must be approved by the APAA.

### II. PURPOSE:

The purpose of this policy is to identify who is responsible for approving course substitutions.

### III. DEFINITIONS:

- A. Assistant/Associate Provost for Academic Affairs (APAA): The individual responsible for determining and implementing academic policies related to grade appeals, transfer of credits, substitution of general education credits, associates degrees, etc.
- B. Department Chair (DC): The ASC faculty member that acts as the administrative head of an academic program.
- C. General Education Courses: The program of general studies courses required of all students in order to complete a degree, regardless of major.
- D. Major: The area(s) in which a student intends to specialize.
- E. Minor: The secondary area(s) in which a student intends to specialize.
- F. Records Evaluator: The ASC staff member of the Records Office charged with reviewing the transcripts of transfer students and assigning transfer credit for courses equivalent to ASC courses. The Records Evaluator is authorized to assign equivalent credit to general education courses; all other course equivalents are authorized through the department chair of the corresponding subject of the course under review.
- G. Records Office: The ASC Office responsible for assessing and maintaining student records.

### IV. PROCEDURES:

- A. If the course to be substituted lies within a major or minor, the student must request a substitution from the department chair of that discipline.
- B. The department chair determines if the substitution is appropriate and completes a 'Petition for Substitution' form that identifies the required and substitute courses. The department chair submits the

CHAPTER:	SUBJECT	POLICY #	Page 2 of 2
Academic Policy	Course Substitutions	100-02-03	EFFECTIVE Spring 2007

substitution form or equivalent email to the Records Evaluator along with a degree check prior to graduation. The substitution may be indicated on the degree plan rather than the petition for substitution form.

- C. If the course to be substituted is a general education course, the course must be approved by the APAA in consultation with the department chair of the program offering the equivalent course.
  - D. The APAA determines if the substitution is appropriate and notifies the Records Evaluator of his or her decision via email. The APAA may choose to notify the student's major advisor as well.
- V. RESPONSIBILITY:
- A. Students are responsible for requesting course substitutions.
  - B. The individuals identified in the policy (Section I) above are responsible for approving (or denying) course substitution petitions.
  - C. The Records Office is responsible for recording all substitutions in a student's academic record.

VI. AUTHORITY:

VII. HISTORY:

May 18, 2006

VIII. ATTACHMENTS:

Course Substitution Form