



<u>ACADEMIC POLICY</u>  ADAMS STATE COLLEGE	POLICY NUMBER: 100-09-03	PAGE NUMBER Page 1 of 2
	CHAPTER: Academic Affairs	
	SUBJECT: Degree Requirements: Substitutions in the Major or Minor	
RELATED POLICIES: Academic Advising & Required Approvals: Course Substitutions OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs	EFFECTIVE DATE: TBD	
	SUPERSESION: TBD	
	 Dr. David Svaldi President	

Substitutions in the Major or Minor

I. POLICY:

All course substitutions for courses in the major or minor curriculum must be approved by the Department Chair of that program. Course to be substituted in the Professional Education Program must be approved by the chair of the Teacher Education department.

II. PURPOSE:

This policy states who must approve course substitutions for all major and minor courses.

III. DEFINITIONS:

- A. Course Substitution: Instance where a required course is replaced by another course with similar content.
- B. Department Chair (DC): The ASC faculty member that acts as the administrative head of an academic program.
- C. Records Evaluator: The ASC staff member charged with reviewing the transcripts of transfer students and assigning transfer credit for courses equivalent to ASC courses. The Records Evaluator is housed in the Records Office.

IV. PROCEDURES:

- A. The student requesting a course substitution will meet with the appropriate department chair. The student will supply a course description, syllabus and any other course materials requested by the chair.
- B. The department chair will notify the Records Evaluator of any approved substitutions, and they will make the substitution(s) part of the student's permanent record.

V. RESPONSIBILITY:

- A. The student is responsible for requesting course substitutions and providing and required materials describing the course(s) in question.
- B. The department chair is responsible for approving or denying any substitution.
- C. The Records Evaluator is responsible for ensuring that the substitution is stated in the student's record.

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VI. AUTHORITY:

VII. HISTORY:

March 31, 2006
Revised February 25, 2008

VIII. ATTACHMENTS: