**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 department chair of the program offering the equivalent course.

II. **PURPOSE:**

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

III. **DEFINITIONS:**

A. **Department Chair (DC):** The ASU faculty member that acts as the administrative head of an academic program.

B. **General Education Courses:** The program of general studies courses required of all students in order to complete a degree, regardless of major.

C. **Major:** The area(s) in which a student intends to specialize.

D. **Minor:** The secondary area(s) in which a student intends to specialize.

E. **Records Evaluator:** The ASU staff member of the Records Office charged with reviewing the transcripts of transfer students and assigning transfer credit for courses equivalent to ASU 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.

F. **Records Office:** The ASU 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 substitution form or equivalent email to the Records Evaluator along with a degree check prior to
C. If the course to be substituted is a general education course, the course must be approved by the department chair of the program offering the equivalent course. The department chair will notify the Records Evaluator of his or her decision via email and 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
Adopted February 2007
Revised May 10, 2012
Reviewed August 13, 2013
Reviewed October 23, 2014

VIII. ATTACHMENTS:

Course Substitution Form
PETITION FOR SUBSTITUTION

NAME___________________________ ID________________DATE_________

SUBSTITUTION IS FOR: ____ MAJOR ____ MINOR/ EMPHASIS

____ OTHER/ PLEASE SPECIFY______________________________________

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SIGNATURES:

_______________________________________ STUDENT

_______________________________________ ADVISOR

_______________________________________ DEPARTMENT HEAD OF COURSE(S) SUBSTITUTED