

3.e. Course Substitution

Subject	Educational Programs	Effective From	Sep - 2011
Policy #	3.e.	Latest Revision	Dec - 2023
Title of The Policy	Course Substitution	Next Review	Dec - 2024
Responsible Entity	Colleges Councils	Policy Pages	1
Definitions	A course substitution request is made when a student desires to substitute one course for a required course when a clear relationship exists between the two courses.		
Purpose	In meeting graduation requirements, it may be necessary to substitute one course for another when a clear relationship exists between the two. A course substitution allows a student to use an alternative course to meet a program requirement. Course substitutions are made in the context of program requirements and must maintain the integrity of the program. Importantly, substituted courses must include substantially the same learning outcomes as the required course.		
Scope	All AAU faculty, academic and administrative personnel, and students.		
Statement	A course substitution request is a request for a change to the curriculum requirements for an individual student, and approval is not guaranteed, nor does approval for an individual student imply that the same request will be approved for others.		
Procedures	<p>AAU will consider a request from an undergraduate student for a course substitution as follows:</p> <ol style="list-style-type: none"> 1. Students will submit a course substitution request to the appropriate advisor, department chair, and Dean of the college for approval. 2. Upon approval, the Dean of the college will forward the form for final approval or disapproval to the president of AAU. 3. The Office of Registration and Admission will post the course substitution to the student's academic record. 4. The Registration and Admission will notify the student to the approval or disapproval of the course substitution. 		
Recent Changes			