

EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
REGULATION NO. – AR-3.5

TITLE: COURSE SUBSTITUTION/WAIVER REGULATION

DEFINITION: The Course Substitution/Waiver Regulation defines the petition process to substitute or waive graduation requirements for individual students. The regulation is designed to provide flexibility in curriculum administration while assuring academic consistency and attainment of program learning outcomes. The final decision regarding the appropriateness and acceptability of course substitutions, regardless of the origin of the course, is made by the Dean for Academic Services upon recommendation of the appropriate Academic Program Director.

EFFECTIVE DATE: FEBRUARY 15, 2005

Regulation Definitions:

Course Substitution: Replacing a required course in a degree program with an alternate course that still assures attainment of stated program learning outcomes. Credit is awarded for the substitution as per the College's transcription practices.

Course Waiver: Excusing a student from a required course in a degree program as a result of demonstrating attainment of required program learning outcomes through a combination of previously completed courses or academic experiences. The student does not receive a grade or credit for the course that has been waived, hence; these hours are not calculated in the number of hours earned toward degree requirements. The student must complete all program outcomes and the total number of credit hours required in the degree.

Process: The College will consider student-initiated requests for course substitutions or waivers. A course may be substituted or waived for a required course in a curriculum provided the substitution/waiver allows for attainment of established program outcomes. Required course substitutions/waivers must be made with the written recommendation of the appropriate Academic Program Director and approval of the Dean for Academic Services.

Approved substitutions are applicable only to the degree program identified on the Course Substitution/Waiver Request.

Course Substitution/Waiver Requests are to be submitted and processed according to the following:

1. Student meets with the academic advisor/Academic Program Director to determine if a substitution/waiver is appropriate.
2. Student under guidance of academic advisor/Academic Program Director completes Course Substitution/Waiver Request including rationale for proposed alteration in degree requirements.
3. Completed Course Substitution/Waiver Request is forwarded to the appropriate academic program director for review and recommendation. In the event that the course is a general education course, both academic program directors (general education director and technical program director) must review and concur on the recommendation.
4. The recommendation is forwarded to the Dean for Learner Support Services (Registrar) for review and recommendation.
5. The recommendation is forwarded to the Dean for Academic Services for review and approval.
6. Upon the decision of the Dean for Academic Services, the results of the request will be forwarded to the Program Manager, APL for transcription and graduation evaluation purposes. A copy of the approval will be retained in the student's file. The Program Manager, APL will record the petition results in BANNER (SPACMNT) under the student's ID.
7. The Dean for Academic Services or designee will inform the academic program director(s) of the final decision.
8. The Academic Program Director will notify the students of the results of the petition.

DR. LINDA S. DUNN, PRESIDENT

DATE