POLICIES & PROCEDURES FOR EMPLOYEES

Course Substitution Policy 6.21

Student Services

October 2001

1. When it is determined to be in the best interest of the student’s declared educational objective, appropriate courses may be substituted for other courses for graduation purposes. Necessary course substitutions within the major field (courses reflecting the prefix of the student’s major curriculum) require the approval of the student’s program coordinator or advisor. Course substitutions from the curriculums outside the student’s major area, which have been made for the purpose of addressing the general education or related course requirements, must be approved by the Dean of Arts and Sciences. The advisor must notify the Registrar in writing of all applicable course substitutions on an individual student basis.