

ISP 470P

Course Substitution or Waiver Procedure

PURPOSE

Establishes the procedure for requesting and granting course substitutions and/or waivers for certificate or associate degree requirements.

SUMMARY

Required courses for an associate degree or certificate of completion may be substituted or waived if a student can demonstrate that the learning outcomes and/or skill competency has been achieved in another way.

PROCEDURE

1. The student must submit the completed Request to Substitute or Waive form to the Department Chair/Director of their program of study.
2. The Department Chair/Director will review the request and determine the appropriateness of the student's request and sign the form regardless of whether the request is approved or denied. The Department Chair/Director will consult with other discipline lead instructors or faculty as needed.
3. The Department Chair will forward the Request to Substitute or Waive form to their Dean for their review and signature
4. The Dean will review the request and forward the completed form to Graduation Services.
5. Graduation Services will review the request and will apply the request to the student's progress if it is approved, appropriate and the form is complete.
 - a. Graduation Services reserves the right not to apply an approved request if the form is not completed or if the request is in violation of accreditation standards, government regulations or degree outcomes.
6. Graduation Services will notify the student if their substitution was either denied or approved when it is received. If it is approved it will be applied to the student's progress of their program.

REVIEW HISTORY

ISP Committee	Updated	May 12, 2023
ISP Committee	New procedure/format	August 3, 2016