

H. Council Trenholm State Community College

POLICY NAME:	Course Substitution Policy
EFFECTIVE:	
REVISED:	
APPROVED BY POLICY COMMITTEE:	Yes – 5/5/15
APPROVED BY PRESIDENT’S CABINET:	Yes 5-6-2015

Course Substitution Policy

PURPOSE

Generally, completion of the curriculum, as defined by program faculty, is required to be awarded a degree or certificate. It may be acceptable, on occasion, to substitute a different course/s for a course required in the curriculum.

POLICY

Course substitutions will be made when the resulting substitution is relevant to the course it replaces and maintains the integrity of the academic program. No more than 25% of the total credit hours required in a degree or certificate program may be substituted. Credit for course substitutions required for a degree or certificate must be recommended by the program coordinator and approved by the Division Chair, Director of Admissions and Records, and Dean of Instruction.

PROCEDURE

The Program Coordinator must submit a Course Substitution Request form listing the required course(s) and the requested Substitution course(s) to the appropriate Division Chair. Upon completion, the Division Chair forwards the request to the Director of Admissions and Records and the Dean of Instruction.