



I. Policy Title:

Course Substitution Policy (Modification)

II. Policy Statement:

Alabama State University (ASU) recognizes that unusual circumstances occur and some students may find it difficult to satisfy specific course work requirements for degree completion. Course substitutions are made on a case by case basis with the intent that the integrity of the academic program will not be compromised. 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. Course substitutions may not exceed 25% of the credit hours required for graduation.

Previous Policy

Course substitutions on the undergraduate level are made only upon the recommendation of the adviser and approval by the department chairperson and the dean of the appropriate college.

III. Scope of Policy:

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.

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. A course substitution request must be approved by the appropriate Department Chair and Dean. All course substitutions will be reviewed by the Office of Records and Registration to ensure alignment with degree requirements.

It is recommended that students submit requests as soon as they are aware that a course substitution may be necessary and at least one semester prior to the time that the student is expected to enroll in the course(s) under consideration.

IV. Effective Date: This policy is effective upon official approval by the ASU Board of Trustees

V. Audience:

All University faculty, academic and administrative personnel, and students are expected to follow this policy.

VI. Designated Responsibilities and Applicability of Course Substitution Policy:

The Provost, Associate Provost, Assistant Provost, Deans, Associate Deans, Department Chairs, Faculty, and the University Registrar have a fundamental responsibility to:

- Have a general knowledge of the course substitution policy;
- The University Registrar must provide when requested by the President or Provost information or data relevant course substitution policy.
- Incorporate this policy into daily operations and distribute to all faculty, students, and staff.

VII. Policy Management:

Responsible Office(s): Office of the Provost and Vice President for Academic Affairs and Registrar

Responsible Executive: Provost and Vice President for Academic Affairs

Responsible Officer(s): Provost, University faculty, Academic Deans, and University Registrar

VIII. Definition(s):

- **Course Substitution:** 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.

IX. Procedures:

Alabama State University will consider a request from an undergraduate student for a course substitution as follows:

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 to the Office of Records and Registration for review. The Office of Records and Registration will post the course substitution to the student's academic record.
3. The Dean of the college will notify the student via the student's ASU email address as to the approval or disapproval of the course substitution in writing within 5 working days following the receipt of the report from the Office of Records and Registration.
4. The student is able to appeal the decision to the Provost and Vice President for Academic Affairs.
5. The Provost and Vice President for Academic Affairs' decision is binding and final.

Document History

Approved by BOT:9.6.18