

ADMINISTRATIVE PROCEDURES No.3103

Course Substitution

Date Adopted: 1 April 1993

Date Revised: 30 July 1999

Date Reviewed: 24 March 2014

References: Minutes of July 30, 1999, Cabinet meeting

The student obtains the course substitution form from the Admissions Office. The student then meets with the academic advisor, gets a recommendation and signature. The student submits the course substitution form to the dean of academic programs or instructional coordinator. The dean/instructional coordinator signs for recommended approval or disapproves the request. If recommended for approval the course substitution form is submitted to the vice president for instructional affairs for final approval. The vice president will submit the form back to the Admission Office. These must be obtained prior to enrollment in the course being proposed for substitution.