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## ASUN Operating Procedure - 2002

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### Operating Procedure Synopsis

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**Title:** Course Substitutions

**Approval Date/Revision Date(s):**

**Review Date(s):** 3/2018, 9/2018, 4/2019, 4/2020, 4/2021

**Executive Cabinet Liaison:** Vice Chancellor for Academic Affairs

**Responsible Manager:** Vice Chancellor for Academic Affairs

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### A. Purpose and Scope

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The procedure outlines the process for requesting and documenting course substitutions for credit bearing coursework. Individuals involved in fulfilling the requirements of this operating procedure include the Assistant for the Vice Chancellor for Academic Affairs, Vice Chancellor for Academic Affairs, Academic Deans, Associate Deans/Directors, Faculty, Registrar, Advisors, and students.

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### B. Definitions

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N/A

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### C. Procedures

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A student is expected to complete all College degree requirements that were in effect at the time of matriculation. The coursework for each program has been chosen to provide the student with a carefully considered set of skills and the appropriate knowledge for their chosen major. Students wishing to petition for a course substitution must first declare a major at the College. Students should then discuss the desired course substitution with their academic advisor. The student should be prepared with sufficient documentation and justification to warrant a course substitution.

- A required course is no longer offered due to a change of curriculum.
- A course taken at another college matches the student learning outcomes and course description but does not share the same name or course number or ACTS equivalency. After careful review the student's advisor deems this course substitution to be acceptable.
- A required course is inaccessible based on an evaluation facilitated by disability services.

If the advisor agrees that it is reasonable to consider a course substitution, the student should complete in conjunction with their advisor a *Petition for a Course Substitution*, have the advisor sign the petition, and forward to the appropriate Academic Dean for consideration. Once the Academic Dean has approved the form should be forwarded to the Vice Chancellor for Academic Affairs for consideration. Once approved by all three parties the form should be submitted to the Registrar's Office for processing.

- Only petitions submitted at a minimum of one month prior to the beginning of the academic term will be considered.

\*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

- Failure to enroll in a required course is not sufficient reason to request a course substitution.
  - Course substitutions will only be considered for students who declared a major and are working with an academic advisor.
  - In order to use a transfer course as a substitution, the course must meet the established guidelines for transfer credit and must match the content and student learning outcomes of the required course.
  - Substitution of a course for a previously failed course is not permitted.
  - The Registrar's Office will not make a determination as to the petition. Once the Academic Dean and Vice Chancellor for Academic Affairs has made a determination the Registrar will notate the approval or disapproval of the petition.
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#### **D. Related Information**

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*Petition for a Course Substitution Form is available at [www.asun.edu](http://www.asun.edu) under Getting Started-Admissions Forms and Resources-Petition for a Course Substitution*



**PETITION FOR COURSE SUBSTITUTION / EXEMPTION / WAIVER Instructions: Please consult your academic adviser in preparing this form. After this form has been reviewed and signed by your academic adviser, it will need to be reviewed and signed by the appropriate Academic Dean and the Vice Chancellor for Academic Affairs. You will be notified via email when your petition has been reviewed.**

Student Name \_\_\_\_\_ Major \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

Course Substitution Type

Choose One:

General Education Requirement \_\_\_\_\_ Major/Option Requirement \_\_\_\_\_

Substitute \_\_\_\_\_ for \_\_\_\_\_ (course)

\_\_\_\_\_ for \_\_\_\_\_ (course)

\_\_\_\_\_ for \_\_\_\_\_ (course)

Petition Explanation

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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**FOR ACADEMIC ADVISER, DEPARTMENT/PROGRAM, AND COLLEGE USE ONLY**

Academic Advisor Comments

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommend \_\_\_\_\_ Do Not Recommend \_\_\_\_\_ Date \_\_\_\_\_

Academic Adviser Signature \_\_\_\_\_

Dean's Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approve \_\_\_\_\_ Do Not Approve \_\_\_\_\_ Date \_\_\_\_\_

Academic Dean Signature \_\_\_\_\_

Vice Chancellor for Academic Affairs \_\_\_\_\_