

Course Substitutions and Course Waiver Policy

I. Policy Section

7.0 Instruction

II. Policy Subsection

7.19 Course Substitutions and Course Waiver Policy

III. Policy Statement

Course Substitutions—A course substitution allows a student to use an alternative course to meet a program requirement

- Course substitutions are made in the context of the program requirements.
- Course substitutions must maintain the integrity of the program.
- Substituted courses must include substantially the same learning outcomes as the required course.
- Students who are granted substitutions must still earn the total credit hours required for their academic program.

Course Waiver—

- A course waiver allows students to graduate without completing a graduation requirement or a program requirement.
- Students who are granted waivers must still earn the total credit hours required for their academic program.

IV. Reason for the Policy

- Need for standards and criteria that are consistent across the College in order to ensure the integrity of GRCC Degrees.
- Need to ensure that GRCC students, at the time of graduation, have the skills and knowledge they need for work or transfer.
- Need to meet Higher Learning Commissions (HLC) core components.

V. Entities Affected by this Policy

GRCC Students
Faculty/Staff
Department Heads/Program Directors
Academic Administration

Student Records Office
Counseling and Career Center

VI. Who Should Read this Policy

GRCC Students
Faculty/Staff
Department Heads/Program Directors
Academic Administration
Student Records Office
Counseling and Career Center

VII. Related Documents

- A. Catalog Year Policy
- B. Minimum Institutional Credit Policy
- C. Multiple Associate Degrees Policy
- D. Graduation Requirements Policy
- E. GRCC Catalog

VIII. Contacts

Policy Owner: Student Records Office
Associate Deans
Department Head/Program Directors
Dean of Instructional Support

IX. Definitions

N/A

X. Procedures

Course Substitutions – Guidelines

- A course may only be substituted once within a program.
- Outcomes in the substitute course must meet 2/3 of the outcomes of the required course. Program requirements for minimum course grades must be met. If no program grade requirements are specified, the GRCC institutional grading policy applies.
- One (1) course may be substituted per certificate.
- Three (3) courses may be substituted per degree.
- If a student has taken a more advanced course than the course required in the program, such as a higher level Mathematics

course, the advanced course may be used to meet the requirement without counting as one of the substitutions.

- Substitutions can only be made if the student's opportunity to achieve the program learning outcomes is maintained.
- Substitutions can only be granted using GRCC courses or evaluated transfer courses.
- The final deadline for substitution approvals is the last day of the semester in which the student plans to graduate.
- All course substitutions requested for Articulated Programs must also be approved by the partner transfer institution.
- If a substitution is requested for a particular General Education distribution course, another course in that distribution category may be substituted if the program learning outcomes can still be achieved.
- *During the first cycle of this policy an exception process will be developed.*

Course Waiver – Guidelines

- All institutional graduation requirement waivers must be approved by the Provost or her/his designee. Department course waivers are first approved by the DH/PD.
- All waivers requested for Articulated Programs must also be approved by the partner transfer institution.
- The final deadline for waiver approvals is the last day of the semester in which the student plans to graduate.
- One (1) course may be waived per certificate.
- Three (3) courses may be waived per degree.

XI. Forms

- Online Sub Request Form
- Online Waiver Request Form

XII. Effective Date

Start of Fall Semester 2016

XIII. Policy History

Approved at AGC on November 10, 2015

XIV. Next Review/Revision Date

During the 2020-2021 Academic Year