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
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