

# COURSE SUBSTITUTION

**POLICY NUMBER:** AAPC-COURSESUBST

**POLICY TYPE:** ACADEMIC & ADMISSIONS POLICY COMMITTEE

**RESPONSIBLE OFFICIAL TITLE:** PROVOST & EXEC. VICE PRESIDENT FOR ACADEMIC AFFAIRS

**RESPONSIBLE OFFICE:** VICE PROVOST FOR UNDERGRADUATE ACADEMIC AFFAIRS

**EFFECTIVE DATE:** 10/27/2010

**NEXT REVIEW DATE:** PREVIOUS REVIEW PLUS FOUR (4) YEARS – 1/18/2028

**SUPERSEDES REVISION DATED:** 4/23/2018

**BOARD OF REGENTS REPORTING (CHECK ONE):**

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

PRESIDENTIAL REPORT (INFORMATION ONLY)

## I. POLICY STATEMENT

Requirements for specific majors and minors have been carefully established by the faculty of the relevant department, and they have been approved by the University Curriculum Committee. Thus, students should complete the requirements as listed in the catalog that they are following.

There are, however, limited circumstances that justify deviating from the required list of courses, and the student may be allowed to substitute a different course in place of a required course. In those instances, a course substitution request must be approved by the department chair/school director/program head of the related program and processed by the registrar's office.

## II. ENTITIES AFFECTED

Students

## III. REFERENCES AND RELATED MATERIALS

[Catalog of Record](#)

[Graduation – Undergraduate](#)

[Pre-Requisite and Co-Requisite Courses](#)


## REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Review/Edits (AAPC)	January 18, 2024
Correction to header information (e.g., review cycle should be 4 years)	April 11, 2020
Review/Edits	April 23, 2018
Revision	October 27, 2010

# COURSE SUBSTITUTION

## PRESIDENTIAL APPROVAL

### PRESIDENT

Signature 

Date 4/23/18

Gerard St. Amand

## BOARD OF REGENTS APPROVAL

### BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

- This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.  
Date of Board of Regents meeting at which this policy was reported: \_\_\_\_/\_\_\_\_/\_\_\_\_.
- This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.
  - The Board of Regents approved this policy on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)
  - The Board of Regents rejected this policy on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

### EXECUTIVE ASSISTANT TO THE PRESIDENT/SECRETARY TO THE BOARD OF REGENTS

Signature

Date

Benjamin Jager