

<b>Title: Course Substitution Policy</b>	<b>Number: 4.12-1.0217.1</b>
<b>Approved by the Board of Governors</b> <b>Date:</b> February 21, 2017	<b>Implementation</b> <b>Date:</b> August 2017
<b>History:</b>  <b>Scheduled Review Date:</b> February 2019	<b>Origin:</b>

## RATIONALE

A student is expected to complete all College degree or certificate requirements that were in effect at the time of matriculation in accordance with the policy limitations of the Catalogue. The coursework for each programme has been chosen to provide the student with a carefully considered set of skills and the appropriate knowledge for their major. This policy is designed to provide students with an alternate method of meeting programme requirements based on specific needs, and to ensure equity and comparability in the process.

## DEFINITION

Substitution - a course that takes the place of a required course in a curriculum.

## POLICY

Course substitutions must meet the content and/or spirit of the curriculum requirement.

### Requirements for a Major

Students are limited to a maximum of two (2) course substitutions for required courses in each programme of study in which they are enrolled. Substitutions may not be made across unrelated academic disciplines.

### General Education Requirements

Substitutions for general education requirements may be granted under extenuating/special circumstances. These reasons must be fully documented and approved by the relevant Dean.

## PROCEDURES:

### 1. Substitution Requirements

- A. Course substitutions will be considered primarily for the following reasons:
  - a. a required course is no longer offered due to a change of curriculum;
  - b. a required course is not offered when the student could reasonably schedule it;
  - c. a course taken at another school is not an exact match for a requirement but is deemed by the student's advisor to be acceptable.

*The relevant Dean has the discretion to consider substitution outside of these stated reasons with documented justification from the advisor.*

- B. Substitution for a previously failed course is not permitted, unless the course is no longer available.
- C. Failure to enroll in a required course when it was available is not sufficient reason to request a course substitution.
- D. In order to use a course that has been accepted from another college as a substitution, the course must meet the established guidelines for transfer credit and must also match the content and outcomes of the required course.

## **2. Substitution Timeline**

Course substitution requests must be submitted and approved by the end of the ADD period of the relevant term (within 5 days of the start of classes).

## **3. Substitution Process**

- a. Course substitutions must be initiated as part of the advising process, and documentation must originate from the academic advisor. A *Course Substitution Request* must be sent to the relevant Dean via the Head of Department for approval.
- b. This petition must include a justification as to how the requested substitution meets the content and the spirit of the requirement. The *Course Substitution* request must be approved by the dean responsible for the student's programme of study.

## **4. Substitution Approval**

- a. A course substitution is considered approved when official notification is received from the Dean's Office. Therefore, no student should be advised to register in a class being considered for substitution prior to the approval of the relevant Dean.
- b. Once approval is given, the student may register and the substitution must be noted on the student's degree audit. Approved copies of the course substitution will be sent to the Registrar's Office for placement on the student's record, with a notation recorded in the Student Information System (SONIS).