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AUK recognizes that unusual circumstances occur and some students may find it difficult to satisfy specific course work requirements for degree completion. A course substitution request is made when a student desires to substitute one course for a required course when a clear relationship exists between the two courses. Course substitutions are made on a case by case basis with the intent that the integrity of the academic program will not be compromised.

All degree programs have published their course requirements for graduation for public access. Each student has to follow the Study Plan published at the time of their entry into AUK. Students should also avoid taking courses from outside his/ her current class (Freshman, Sophomore, Junior, Senior) even if he/ she meets the pre-requisite requirements of the desired course as this undermines the sequence of learning designed into the curriculum. Under certain circumstances, students may need to petition for a study plan in a later catalog and request a course substitution in order to maintain their progress to graduation. However, such requests shall only be granted under exceptional plan and

learning outcomes.

- a. A course substitution request must be approved by the appropriate academic advisor, Department Chair and Dean.
- b. Approval for the course substitution request is not guaranteed, nor does approval for an individual request infer that the same request will be approved for another student.
- c. All course substitutions will be reviewed by the Office of Registration to ensure alignment with degree requirements.
- d. It is recommended that students submit requests as soon as they are aware that a course substitution may be necessary and at least one semester prior to the time that the student is expected to enroll in the course(s) under consideration.
- e. A student may receive no more than three course substitutions in any one program, including General Education, as excessive substitutions undermine the integrity of the Program Educational Outcomes.
- f. Permission for a course substitution is an exception to be granted only in special cases.
- g. For minor degree specializations, no course substitutions are allowed.
- A course substitution may be allowed if a required course has not been offered in at least two consecutive academic career at AUK, or if exceptional circumstances prevented the student from registering and completing that required course (e.g. illness).

- i. The following points need to be taken into consideration for a course substitution to be approved:
- i. The substitute course covers material similar in content and fosters skill creation similarly to the required course.
- ii. The substitute course is at the same level as, or at a more advanced level than the course for which it is being substituted.
- j. The following will not be considered appropriate justifications for requesting a course substitution:
- i. A desire to complete the program of study quickly.
- ii. Failure to enroll and complete a required course that is offered regularly

POLICY Course Substitution