

This is the form to be used for Course Substitution requests.

EDISON STATE COLLEGE
Course Substitution Request
(One course per Request Form)

Students admitted to Edison State College (ESC) are expected to complete the degree requirements listed in the ESC catalog. In cases where course substitutions may be appropriate, the appropriate section of this form must be completed. A course substitution must meet the content and competencies of the course it serves to replace. The student requesting the substitution must attach a description of the course to be substituted. A substituted course must have been completed at a regionally accredited academic institution as transfer credit. All course substitutions must be supported by an Academic Advisor and approved by the Faculty/Program Chair, the Associate Dean, Academic Dean, and the Vice President of Academic Affairs.

@ _____
Edison State College Student ID _____ Last Name _____ First Name _____ MI _____
Edison email address _____

Program of Study _____ AA AS /Certificate Baccalaureate

Course Substitution Request	
(Students are limited to three (3) course substitutions or 10% of number of program courses – whichever is less.)	
Required Course (Number and Title)	Requested Substitution(Number and Title from externaltranscript)
Justification/Reason to use a different course other than the course required in the program: _____ _____	
(Attach all pertinent documentation. – This form will NOT be processed without supporting documentation.)	

Student Signature _____ Date _____
Student is responsible for checking Edison State e-mail for decision.

Advisor Review _____ Date _____
Course substituted: <input type="checkbox"/> Gen Ed <input type="checkbox"/> Core <input type="checkbox"/> Elective <input type="checkbox"/> Support <input type="checkbox"/> Do not support request

By signing to approve this substitution, the above signees certify that the substitution is consistent with the core requirements of the degree program and is in compliance with all College policies and procedures.

Department/Faculty Chair _____ Date _____
Note: The Chair will provide a written narrative detailing how the course meets the content and learning outcomes for the course to be replaced.

Approve request Do not approve request
Associate Dean _____ Date _____

Approve request Do not approve request
Dean _____ Date _____

Approve request Do not approve request
Vice President Academic Affairs _____ Date _____

Approve request Do not approve request

Registrar Use Only		
Processed ____/____/____	Signature _____	Email Sent ____/____/____
<input type="checkbox"/> Processed <input type="checkbox"/> Not processed	Comments _____	

Procedure for Requesting a Course Substitution

Students admitted to Edison State College are expected to complete the degree requirement listed in the Edison State College catalog. In an effort to maintain the academic integrity of our degree programs, course substitutions will be granted only in special circumstances. In cases where substitutions may be appropriate, a course substitution form (Course Substitution Request) must be initiated by the student when the student meets with an academic advisor to declare a major.

Instructions for the Student

1. If the student has not met the degree requirements outlined in the College catalog and believes a substitution is appropriate, the student will complete and file a Course Substitution Request with their academic advisor. The student must declare a major before the request can be considered. The College retains the right to revoke a course substitution in the event the student changes his/her major. Note: One form must be completed for each course substitution requested.
2. A course substitution must meet the content and competencies of the course it serves to replace. A substituted course must derive from a regionally accredited academic institution as transfer credit.
3. It is the student's responsibility to obtain the following documents and to submit them with the initial request form. **Forms will not be processed without documentation.**
 - a) A copy of the transcript verifying completion of the course (requested for substitution) with a passing grade in said course.
 - b) A course description of the course requested for substitution from the catalog of the institution at which the course was originally taken. The catalog description must be taken from the year the student completed the course.
 - c) Additional course-related information, such as a syllabus of the transfer course or faculty credentials of the instructor, may be requested from the transferring institution. The syllabus must be sent **directly** to the Edison State College Registrar from the professor or department offering the substitute course.
4. The Department Chair or Director through which the substituted course is offered will review the Course Substitution Request, indicate approval or denial of the request and forward to the appropriate administrator.
5. Students will be notified of the decision via email from the Office of the Registrar of Edison State College. The student is responsible for checking for email notification.
6. The student must review the degree requirements for the year of entry into the program. A student may choose to meet the graduation requirements specified in either (a) the catalog in effect at the time of initial enrollment or (b) at the time of graduation. Please note: students entering limited-access programs must meet the graduation requirements of the catalog at the time of entry into the limited-access program.