



College Operating Procedures (COP)

Procedure Title: Course Substitutions
Procedure Number: 06-0217
Originating Department: Academic Affairs

Specific Authority:

Board Policy n/a
Florida Statute n/a
Florida Administrative Code n/a

Procedure Actions: Adopted: 01/11; revised 7/8/11

Approved:


Signature, VP Academic Affairs


Date

Purpose Statement: These procedures and requirements provide students, administrators, faculty, and staff with information concerning course substitutions.

Guidelines:

These procedures and requirements provide students, administrators, faculty, and staff with information concerning course substitutions.

General Information

A student must meet with an academic advisor to initiate the request for a substitution. The student must declare a major before the request can be considered. The College retains the right to revoke a substitution in the event that the student changes majors.

A course **substitution** must meet the content and competencies of the course it serves to replace. A description of the course to be substituted and how it meets the content and learning outcomes of the requirement must be attached to the request. A substituted course must derive from a regionally accredited academic institution as transfer credit.

Procedure

Students admitted to Edison State College are expected to complete the degree requirements listed in the ESC Catalog. In cases where substitutions may be appropriate, these changes must be initiated by the academic advisor at the time the student declares a major. Requests for course substitutions must be received no later than the published date in the official College calendar to

be considered for graduation. All course substitutions must be approved by the faculty chair, the Associate Dean, the Academic Dean and the Vice President for Academic Affairs.

1. Approval for Course Substitution forms are available online or in Academic Advising.
2. The student should provide a course syllabus and a course description from the catalog of the institution at which the course being used for the substitution was originally taken. Additional course related information, such as, Faculty credentials, may be requested.
3. The Academic and Associate Dean will review the form, indicate approval or denial of the request, sign the form, and forward to the Office of the Registrar for processing.
4. Students will be notified of the decision via email by the Office of the Registrar. All approved course substitutions will be recorded in the SIS by the Associate Registrar.
5. Students will be limited to a maximum of three (3) course substitution requests for each program in which they enroll.