

# EDISON STATE COLLEGE

## Course Substitution Request

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 please complete the appropriate section of the form below. 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 this request. A substituted course must derive from a regionally accredited academic institution as transfer credit. All course substitutions must be approved by the Faculty/Program Chair, Associate Dean, Dean of Instruction and Vice President for Academic Affairs.

@ \_\_\_\_\_  
 Edison State College Student ID \_\_\_\_\_ Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Program of Study \_\_\_\_\_ ☐ AA ☐ AS ☐ Certificate ☐ Baccalaureate Catalog Term: \_\_\_\_\_

<b>Course Substitution Request</b> (Students are limited to a maximum of three (3) course substitutions)	
Required Course (Number and Title)	Requested Substitution (Number and Title)
<input type="checkbox"/> GEN ED <input type="checkbox"/> CORE <input type="checkbox"/> ELEC	
<input type="checkbox"/> GEN ED <input type="checkbox"/> CORE <input type="checkbox"/> ELEC	
<input type="checkbox"/> GEN ED <input type="checkbox"/> CORE <input type="checkbox"/> ELEC	
Justification/Reason to use a different course other than the course required in the program _____ _____ _____	
<b><u>Attach all pertinent documentation—Form will not be processed without documentation</u></b>	

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
 The student is responsible for checking Edison e-mail for decision.

Advisor Review \_\_\_\_\_ Date \_\_\_\_\_  
☐ Support student's request ☐ Do not support request

Department/Faculty Chair \_\_\_\_\_ Date \_\_\_\_\_  
☐ Approve request ☐ Disapprove request

Associate Dean \_\_\_\_\_ Date \_\_\_\_\_  
☐ Approve request ☐ Disapprove request

Dean of Instruction \_\_\_\_\_ Date \_\_\_\_\_  
☐ Approve request ☐ Disapprove request

Vice President Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_  
☐ Approve request ☐ Disapprove 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 policies and procedures.**

Registrar Use Only		
Processed ____/____/____	Signature _____	Email Sent ____/____/____
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with modification	<input type="checkbox"/> Disapproved
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. To maintain the academic integrity of our degree programs, substitutions will be granted only in special circumstances. In cases where substitutions may be appropriate a course substitution form must be initiated by the student when he/she meets with their academic advisor to declare a major.

## Instructions for the Student

1. The student should review the degree requirements for their catalog year. A student may choose to meet the graduation requirements specified in either the catalog in effect at the time of initial enrollment or at the time of graduation. Please note: students entering limited-access programs must meet the graduation requirements of the catalog in effect at the time of entry into the limited-access program.
2. If the student has not met the degree requirements as 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 substitution in the event that the student changes majors.
3. 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.
4. It is the student's responsibility to obtain the following and attach these documents to the request form:
  - a) A copy of the transcript verifying completion of the course with a passing grade requested for substitution.
  - b) A course description of the course(s) requested for substitution from the catalog of the institution at which the course was originally taken. (Must be the catalog year from when the student took the course).
  - c) A description of how the course to be substituted meets the content and learning outcomes of the requirement.
  - d) Additional course related information, such as a syllabus and Faculty credentials, may be requested.**Forms will not be processed without documentation.**
5. The Academic Department will review the form, indicate approval or denial of the request and forward to the appropriate administrator.
6. Students will be notified of the decision via email by the Office of the Registrar.