EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE REGULATION NO.- AR 3.5

TITLE: COURSE SUBSTITUTION/WAIVER REGULATION

DEFINITION: The Course Substitution/Waiver Regulation defines the petition

process to substitute or waive graduation requirements for individual students. The rule is designed to provide flexibility in curriculum administration while assuring academic consistency and attainment of program learning outcomes. The final decision regarding the appropriateness and acceptability of course substitutions, regardless of the origin of the course, is made by the Dean for Academic and Student Services upon recommendation of

the appropriate Academic Program Director.

EFFECTIVE DATE: OCTOBER 26, 2010 REPLACES FEBRUARY 15, 2005 VERSION

Regulation Definitions:

Course Substitution: Replacing a required course in a degree program with an alternate course that still assures attainment of stated program learning outcomes. Credit is awarded for the substitution per the College's transcription practices.

Course Waiver: Excusing a student from a required course in a degree program as a result of demonstrating attainment of required program learning outcomes through a combination of previously completed courses or academic experiences. The student does not receive a grade or credit for the course that has been waived, hence; these hours are not calculated in the number of hours earned toward degree requirements. The student must complete all program outcomes and the total number of credit hours required in the degree.

Implementation:

The College will consider student-initiated requests for course substitutions or waivers. A course may be substituted or waived for a required course in a curriculum provided the substitution/waiver allows for attainment of established program outcomes. Required course substitutions/waivers must be made with the written recommendation of the appropriate Academic Program Director and approval of the Dean for Academic and Student Services. Approved substitutions are applicable only to

Approved by LOT: 10-18-10 Approved by Cabinet: 10-26-10 Presented to the BOG: 11-17-10 the degree program identified on the Course Substitution/Waiver Request.

Course Substitution/Waiver Requests are to be submitted and processed according to the following:

- 1. Student meets with the academic advisor/academic program director to determine if a substitution/waiver is appropriate.
- 2. Student under guidance of academic advisor/Academic Program Director completes Course Substitution/Waiver Request including rationale for proposed alteration in degree requirements. When a substitution is recommended as a part of the advising process for registration, the Course Substitution /Waiver Request Form must be submitted and approved prior to registering for the course.
- 3. Completed Course Substitution/Waiver Request is forwarded to the appropriate academic program director for review and recommendation. In the event that the course is a general education course, both academic program directors (general education director and technical program director) must review and concur on the recommendation.
- 4. The recommendation is forwarded to the Dean for Academic and Student Services for review and approval.
- 5. Upon the decision of the Dean for Academic and Student Services, the results of the request will be forwarded to the Assistant Director of Admissions for transcription and graduation evaluation purposes. A copy of the approval will be retained in the student's file. The Assistant Director of Admissions will forward a copy to the student. The Assistant Director of Admissions will record the petition results in BANNER (SPACMNT) under the student's ID.
- 6. The Dean for Academic and Student Services or designee will inform the academic program director(s) of the final decision.
- 7. The Academic Program Director will notify the student of the results of the petition.

	10-26-10
DR. CHARLES TERRELL, PRESIDENT	DATE

Eastern West Virginia Community & Technical College 316 Eastern Drive, P.O. Box 59, Moorefield, WV 26836

Course Substitution/Waiver Request

Student Name: Last	First	Middle	
Address:			
Phone Number:	Student ID Number:		
This petition is for a (Please check on	e):Course Substitu	ition Course Waiver	
Program of Study (List major and deg	gree/program designation	ı, AA, AS, AAS, CP):	
Year of Program Matriculation:			
Course to be substituted/waiv	ed:		
Reason for petition:			
Course to be substituted: Justification for substitution:			
Recommended by:Advisor			
		Date	
□ Recommended			
☐ Not recommended Academic Progr		Date	
□ Approved			
☐ Not ApprovedAssociate Director of	of Admissions	Date	
□ Approved			
□ Not Approved			
Dean for Academic	and Student Services	Date	

Distribution: White - Program Manager APL, Canary - Student, Pink - Academic Program Director

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