

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 course's origin, is made by the VP of Academics and Student Services or designee upon recommendation of the appropriate Division Chair.
- Effective Date:** October 29, 2015; Replaces October 26, 2010 version; reviewed 4-29-24
- Rule Definitions:** **Course Substitution:** Replacing a required course in a degree program with an alternate course 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 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 are initiated in writing by the academic advisor with the written recommendation of the appropriate Division Chair and approval of the VP of Academics and Student Services or designee. Approved substitutions are applicable only to the degree program identified on the Course substitution/Waiver Request.

Approved by LOT: 10/18/12; 9/21/15; e-vote 4/29/24

Approved by Cabinet: 10/26/10; 10/29/15; 5/14/24

Reviewed by Board of Governors: 5/15/24

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

1. Student meets with the academic advisor to determine if a substitution/waiver is appropriate.
2. Student under guidance of academic advisor 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 Division Chair for review and recommendation.
4. The recommendation is forwarded to the VP of Academics and Student Services or designee for review and approval.
5. Upon the decision of the VP of Academics and Student Services or designee, the results of the request will be forwarded to the Student Services Office for transcription and graduation evaluation purposes. A copy of the approval will be retained in the student's file. The Student Services Office will forward a copy to the student. The Student Services Office will record the petition results in Degree Works under the student's ID for an exception.
6. The Student Services Office will provide the academic advisor with a copy of the final decision.



President

05/15/2024

Date

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Eastern West Virginia Community & Technical College
316 Eastern Drive, Moorefield, WV 26836
Course Substitution/Waiver Request

Student's Full Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Phone Number: Click or tap here to enter text. **Student ID Number:** Click or tap here to enter text.

This petition is for a (Please check one): Course Substitution Course Waiver

Program of Study (List major and degree/program designation, AA, AS, AAS, CP):

Major: Click or tap here to enter text.

Degree/Program Designation: Choose an item.

Year of Program Matriculation: Click or tap to enter a date.

Courses to be substituted/waved: Click or tap here to enter text.

Click or tap here to enter text.

Reason for petition: Click or tap here to enter text.

Click or tap here to enter text.

Courses to be substituted: Click or tap here to enter text.

Click or tap here to enter text.

Justification for substitution: Click or tap here to enter text.

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Click or tap here to enter text.

Initiated by: Click or tap here to enter text. Click or tap to enter a date.
Academic Advisor Date

Approved
 Not Approved Click or tap here to enter text. Click or tap to enter a date.
Division Chair Date

Approved
 Not Approved Click or tap here to enter text. Click or tap to enter a date.
VP of Academics & Student Services Date

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