**ISP 470**

**Course Substitution or Waiver**

**PURPOSE**

Allows a student to have a course substituted or waived for certificate or associate degree requirements.

**SUMMARY**

Required courses for an associate degree or certificate of completion may be substituted or waived if a student can demonstrate that the learning outcomes and/or skill competency has been achieved in another way.

**STANDARD**

1. When a required course is waived, the total minimum credits stated for the degree or certificate are still required.
2. Approval for a course substitution or waiver in the AAS and Certificate programs requires both Department Chair/Director and Dean signatures from the department and division providing the curriculum on the Waiver or Substitution of a Course form.
3. Approval for course substitution or waiver of courses in the AGS, AAOT and ASOT degrees requires both Department Chair/Director and Dean signatures from the department and division providing the course on the Waiver or Substitution of a Course form.
4. Approval for a course substitution or waiver in the AS degree requires both Department Chair/Director and Dean signatures from the department and division providing the curriculum on the Waiver or Substitution of a Course form in consultation with the receiving 4-year institution and/or in accordance with the current transfer guide/articulation agreement.
5. General Education and/or related instruction courses can not be waived but may be substituted with other college level coursework that has been approved by the Department Chair and Dean from the department/division providing the curriculum or course.

**APPROVALS**

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| College Council | Reviewed | June 4, 2010 |
| College Council | Reviewed | February 20, 2004 |
| College Council | Reviewed | May 4, 2001 |
| Instructional Council | Reviewed | February 12, 1988 |