**ISP 470P**

**Course Substitution or Waiver Procedure**

**PURPOSE**

Establishes the procedure for substituting and/or waiving degree or certificate course 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.

**PROCEDURE**

1. The student may request to substitute or waive a degree or certificate course requirement(s) by completing the Request to Waive or Substitute form.
2. The student must submit the form to the Department Chair or designee of the program for approval.
3. The Department Chair or designee must sign the Request to Waive or Substitute form and submit it to the Dean or designee for their signature if it is approved or not approved.
4. The Dean or designee must sign the Request to Waive or Substitute form and return it to the Registrar’s Office if it is approved or not approved.
5. The Registrar’s Office will apply approved requests to waive or substitute to the program listed on the form once all signatures are obtained, will notify the student, and archive the request.

**REVIEW HISTORY**

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| ISP Committee | Adopted | [Date] |
| College Council | Reviewed | [Date] |