**ISP 470P**

**Course Substitution or Waiver**

**PURPOSE**

Establishes the procedure for requesting and granting course substitutions and/or waivers 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.

**PROCEDURE**

1. The student must submit the completed Request to Substitute or Waive form to the Department Chair/Director of their program of study.
2. The Department Chair/Director will review the request and determine the appropriateness of the students request and sign the regardless if the they approve of it or not. The Department Chair/Director will consult with other discipline lead instructors or faculty as needed.
3. The Department Chair will forward the Request to Substitute or Waive form to their Dean for their review and signature.
4. The Dean will review the request and forward the completed form to the Registrar’s Office.
5. The Registrar’s Office will review the request and will apply the request to the students’ progress if it is approved, appropriate and the form is complete.

a. The Registrar’s Office reserves the right not to apply an approved request if the form is not completed and if the request is in violation of accreditation standards, government regulations or degree outcomes.

b. The Registrar’s Office will communicate these with the department chair/director once received to problem solve and hopefully find an appropriate solution.

6. The Registrar’s Office will notify the student if their substitution was either denied or approved when it is received. If it is approved it will be applied to the students’ progress.

**REVIEW HISTORY**

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| ISP Committee | New procedure/format | August 3, 2016 |
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