Delgado COMMUNITY COLLEGE

REQUEST FOR COURSE SUBSTITUTION

Last Name	First	Middle	Student Number

Campus	Division	Degree	Major	Catalog Being Followed

A **course substitution** is defined as a course outside of the prescribed curriculum that is used to substitute for a course that is within the prescribed curriculum. The course substitution must have a clear relationship between the two. The course substitution must be logical and is not permitted merely for convenience, because the student wants the course, or because the student has already taken the course.

REQUIRED COURSE	SUBSTITUTION COURSE		TRANSFER COURSE	
(PREFIX/NUMBER - TITLE - CREDIT) **Ex: PSYC 127 – General Psychology - 3**	(PREFIX/NUMBER - TITLE – CREDIT) **Ex: PSY 107 – General Psychology – 3**	COURSE GRADE	YES	INSTITUTION NAME

Student's Signature: _____ Date: _____

Required Signature:_____ Date: _____
Advisor/Faculty Member/Dept. Chair/Assistant Dean or Dean

Substitution Justification:

When approving course substitutions, the following guidelines apply:

- ✓ The substitute course must provide the same educational experience.
- ✓ The substitute course must be at the same instructional level or higher.
- ✓ The substitute course should enhance the degree program.

Select one:

[ ] The substitute course satisfies the above requirements

[ ] Course no longer offered

[ ] Other:_____

APPROVED:

_____ _____
Academic Dean Date

_____ _____
Vice Chancellor for Academic Affairs Date

What is a Course Substitution?

A **course substitution** is defined as a course outside of the prescribed curriculum that is used to substitute for a course that is within the prescribed curriculum. The course substitution must have a clear relationship between the two. The course substitution must be logical and is not permitted merely for convenience, because the student wants the course, or because the student has already taken the course.

How to obtain a course substitution

Students should follow the steps below to obtain a course substitution:

1. Use this form to substitute a course taken at Delgado or another accredited college for a course required in the program curriculum.
2. Gather sufficient documentation and justification to warrant a substitution. Course substitution requests must include a description of the course to be substituted (if from an institution other than Delgado) and explanation of how it meets the goals and objectives of the required course.
3. Successful completion ("C" or higher) of the course to substitute is required.
4. Complete the Course Substitution form and review your documentation with either an academic advisor, faculty member, department chair, assistant dean, or dean. Once signed and completed, the form should be forwarded to the appropriate Academic Dean.
5. The Academic Dean will decide on the request (usually within 1 week) and send to the Vice Chancellor for Academic Affairs (VCAA) for final approval.
6. When approving the course substitutions, the following guidelines apply:
    1. The substitute course must provide the same educational experience.
    2. The substitute course must be at the same instructional level or higher.
    3. The substitute course should enhance the degree program.
7. If approved by the Vice Chancellor, you will receive an email from the Registrar's Office once your course substitution has been received and processed.

Please Note:

- If the substitution form has incorrect or insufficient information, there will be a delay.
- Changing programs or breaking enrollment may nullify the request.
- An approved course substitution will apply in the degree requirement(s) but will not change the course prefix and number on a transcript, nor will it change the GPA.
- All approved substitutions will be reflected in Degree Works. However, it will not calculate in the degree progress requirements percentage.
- Substituted course can only be used once throughout enrollment, regardless of the curriculum.
- The course substitution is only valid for use (3) years after approval.
- No more than (3) courses may be substituted in a prescribed curriculum.
- A student who earns an "F" in a required course ("D" or "F" in a major course) must repeat the course. **No substitution** may be made, nor may the course be taken at another institution and transferred to Delgado. (The last grade earned is the official grade in any repeated course.)

Note for Deans, Assistant Deans, Department Chairs, Advisors, and Faculty Members:

- If the course is a transfer course from another institution:
    - Prior to submitting the Request for Course Substitution, review the course in the Transfer Equivalency System to determine if the course has been articulated and deemed equivalent to any course at Delgado.
    - Courses listed in the Substitution Course field must use the Prefix, Number, and Name/Title of the course as it appears at the institution where it was completed. Do not use the equivalent Delgado course prefix, number, and Name/Title for transfer courses.
    - *If* the Substitution Course has an equivalent course at Delgado that is a higher-level course or could otherwise be used to satisfy program requirements, the Prefix, Number, and Name/Title of the course as it appears at the institution where it was completed must be listed in the Substitution Course Field. Use the "Other" line to note that the course is equivalent to a different course than the Required Course, but it is being used as a Substitution Course to meet program requirements (e.g., Substitution course is equivalent to Delgado's MATH-221, but it is being used to satisfy the MATH-130 required course).