

POLICY

1. A required course in a given curriculum may be substituted by another course or may be waived when deemed appropriate by the Dean/Assistant Dean. (See stipulations and exceptions below.)
2. There are three distinct waiver forms:
 - a. The Substitution of Degree Requirements must be signed by a Dean/Assistant Dean and by the student. The Dean/Assistant Dean must send the completed form to the Office of Registration and Records.
 - b. The Waiver of Developmental Course Requirement is completed by a faculty member to waive a student from the second-level of remediation (i.e., ENGL 095). After completing his/her section of the form, the faculty member must send the form to the designated Dean/Assistant Dean, who signs the form and sends it to the Office of Registration and Records.
3. The Prerequisite Course Exemption is used to waive a prerequisite for registration purposes only (e.g., to allow a student to take a prerequisite as a co-requisite). No refunds for tuition will be granted. Only developmental courses and prerequisites can be waived; otherwise, the college grants course substitutions.
4. General education courses cannot be waived and are ineligible for substitution.
5. When a course is waived, an equal number of credits must be earned to meet graduation requirements.
6. No more than three courses may be substituted for an academic program without the additional approval of the Vice President of Academic Affairs.
7. All waiver and course substitution forms are available in the academic school offices.

ADOPTED: August 26, 1968

Revised: February 25, 1974

Revised: August 25, 1980

Revised: March 28, 1988

Revised: April 22, 1996

Revised: February 28, 2000

Revised: November 20, 2000

Revised: September 27, 2010

Revised: January 24, 2019

Revised: February 24, 2022

REVIEWED: April 23, 1991