



AC045: Course Substitution

Recommended for Approval by:

A blue ink signature of Dr. Scott E. Miller.

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Approved by:

A blue ink signature of Dr. Dale-Elizabeth Pehrsson.

Dr. Dale-Elizabeth Pehrsson, President,
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Effective Date: 07/01/2022

A. Intent

To define the requirements associated with course substitutions needed for the completion of academic programs.

B. Definition(s)

Course Substitution: The use of an alternative equivalent, or nearly equivalent, course in place of a course required in a degree, minor, or certificate.

C. Policy

All substitutions for program requirements are approved by the academic dean, or designee, and processed by the Office of the Registrar. Programs include undergraduate and graduate degrees, certificates, and minors.

Course substitutions should be appropriate and demonstrate discipline-similar content to the course requirement being substituted. Course substitutions should be consistent in level; for instance, a substitution for an advanced course should be made with another advanced course, and not an introductory-level course.

Course substitutions should be evaluated within the same semester for which the student has requested consideration, preferably before the subsequent term's pre-registration period begins.

D. Procedure(s)

1. The student will meet with their academic advisor to discuss and obtain approval for a course substitution.
2. If approved by the academic advisor, the advisor will submit a Request for Course Substitution form to the academic department chair for review.
3. Upon approval, the chair will submit the form to the academic dean of the student's major for final approval. The academic dean of the student's major may consult with the academic dean where the course is housed, as needed, prior to making an approval decision.
4. Upon approval, the academic dean will submit the completed request form to the registrar for degree audit compliance and entry into the student's record. The registrar will notify the student of the completion of the course substitution with copies to the academic advisor and academic department chair.

E. Related policies

Not Applicable.

F. Contact Information

For additional information, please contact the Office of the Registrar or academic department chair.

G. Policy Review Schedule

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.