



Course Substitutions Campus Procedure 586.0 Academic Affairs

I. Purpose and Scope

The procedure outlines the process for requesting and documenting course substitutions for credit coursework. Individuals involved in fulfilling the requirements of this operating procedure include Office of the Vice Chancellor for Academic Affairs, Academic Deans, and the Office of the Registrar.

II. Definitions

Advisor, a general term for a student case manager associated with advising and/or registration activities. UACCB utilizes a navigator model primarily, but does have advisor roles within grant-based support programs.

III. Procedure

A student is expected to complete all College degree requirements that were in effect at the time of matriculation. The coursework for each program has been chosen to provide the student with a carefully considered set of skills, learning outcomes, and the appropriate knowledge for their chosen major. Students wishing to petition for a course substitution must first declare a major at the College. Students should then discuss the desired course substitution with their academic advisor. The student should be prepared with sufficient documentation and justification to warrant a course substitution.

- A required course is no longer offered due to a change of curriculum.
- A course taken at another college matches the student learning outcomes and course description but does not share the same name or course number or ACTS equivalency. After careful review, the student's advisor deems this course substitution to be acceptable.
- A required course is inaccessible based on an evaluation facilitated by disability services.

If the advisor agrees that it is reasonable to consider a course substitution, the student should complete in conjunction with their advisor a Petition for a Course Substitution, have the advisor sign the petition, and forward to the appropriate Academic Dean over the course for consideration. Once the Academic Dean has approved the form should be forwarded to the Vice Chancellor for Academic Affairs for consideration. Once approved by all three parties the form should be submitted to the Registrar's Office for processing.

- Only petitions submitted at a minimum of one week prior to the beginning of the academic term will be considered. Failure to enroll in a required course is not sufficient reason to request a course substitution.
- Course substitutions will only be considered for students who declared a major and are working with an academic advisor.
- To use a transfer course as a substitution, the course must meet the established guidelines for transfer credit and must match the content and student learning outcomes of the required course.
- Substitution of a course for a previously failed course is not permitted.

The Registrar's Office will not make a determination as to the petition. Once the Academic Dean and Vice Chancellor for Academic Affairs have made a determination the Registrar will notate the approval or disapproval of the petition.

IV. Related Information

The Request for Course Substitution Form is available at <https://www.uaccb.edu/student-forms/>. The form must be submitted electronically, not via paper form.

V. Revision History

Effective Date: July 12, 2023

Revised Date: March 26, 2025