EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
REGULATION NO. - AR 3.5

TITLE: COURSE SUBSTITUTION/WAIVER REGULATION

DEFINITION: The Course Substitution/Waiver Regulation defines the petition process to substitute or waive graduation requirements for individual students. The rule is designed to provide flexibility in curriculum administration while assuring academic consistency and attainment of program learning outcomes. The final decision regarding the appropriateness and acceptability of course substitutions, regardless of the origin of the course, is made by the Dean of Teaching and Learning upon recommendation of the appropriate Division Chair.

EFFECTIVE DATE: OCTOBER 29, 2015; REPLACES OCTOBER 26, 2010 VERSION

Rule Definitions:

Course Substitution: Replacing a required course in a degree program with an alternate course that still assures attainment of stated program learning outcomes. Credit is awarded for the substitution per the College's transcription practices.

Course Waiver: Excusing a student from a required course in a degree program as a result of demonstrating attainment of required program learning outcomes through a combination of previously completed courses or academic experiences. The student does not receive a grade or credit for the course that has been waived, hence; these hours are not calculated in the number of hours earned toward degree requirements. The student must complete all program outcomes and the total number of credit hours required in the degree.
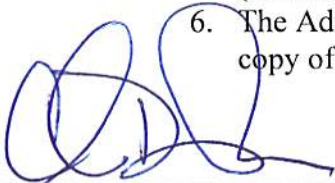
Implementation:

The College will consider student-initiated requests for course substitutions or waivers. A course may be substituted or waived for a required course in a curriculum provided the substitution/waiver allows for attainment of established program outcomes. Required course substitutions/waivers are initiated in writing by the academic advisor with the written recommendation of the appropriate Division Chair and approval of the Dean of Teaching and Learning. Approved substitutions are applicable

only to the degree program identified on the Course Substitution/Waiver Request.

Course Substitution/Waiver Requests are to be submitted and processed according to the following:

1. Student meets with the academic advisor to determine if a substitution/waiver is appropriate.
2. Student under guidance of academic advisor completes Course Substitution/Waiver Request including rationale for proposed alteration in degree requirements. When a substitution is recommended as a part of the advising process for registration, the Course Substitution /Waiver Request Form must be submitted and approved prior to registering for the course.
3. Completed Course Substitution/Waiver Request is forwarded to the appropriate Division Chair for review and recommendation.
4. The recommendation is forwarded to the Dean of Teaching and Learning for review and approval.
5. Upon the decision of the Dean of Teaching and Learning, the results of the request will be forwarded to the Admissions Office for transcription and graduation evaluation purposes. A copy of the approval will be retained in the student's file. The Admissions Office will forward a copy to the student. The Admissions Office will record the petition results in BANNER (SPACMNT) under the student's ID for a waiver and for a substitution under (SMASADJ).
6. The Admissions Office will provide the academic advisor with a copy of the final decision.

_____
DR. CHARLES TERRELL, PRESIDENT

12-3-15
_____
DATE

Eastern West Virginia Community & Technical College
316 Eastern Drive, Moorefield, WV 26836
Course Substitution/Waiver Request

Student Name: Last   First   Middle _____

Address: _____

Phone Number: _____ Student ID Number: _____

This petition is for a (Please check one): ___Course Substitution   ___ Course Waiver

Program of Study (List major and degree/program designation, AA, AS, AAS, CP):

_____

Year of Program Matriculation: _____

Course to be substituted/waived: _____

Reason for petition:

Course to be substituted: _____
Justification for substitution:

Initiated by: _____
            Academic Advisor   Date

☐ Approved

☐ Not Approved _____
            Dean for Teaching and Learning   Date

☐ Approved

☐ Not Approved _____
            Dean of Student Access and Success   Date

Distribution: White –Admissions Office, Canary – Student, Pink – Academic Advisor