



Frederick Community College Procedure

Section 4.12 Academic Standards	Procedure Number	4.12j
	Page	1 of 2
Course Substitutions	Policy Number	4.12
	Assigned to	Senate
	Approved Effective Date	11/22/10 06/01/11

- A. Substitutions of course requirements within degree and certificate programs may be considered under special circumstances, however, no substitutions of course requirements within Letters of Recognition are allowed.

Examples of circumstances which may warrant a course substitution include those instances when:

1. A required course is no longer offered at the College
 2. A student has taken a course so similar to a required course that completing the required course would be redundant
 3. A required course has been cancelled or is not scheduled to be offered soon enough that a student's ability to graduate in a timely manner is compromised.
- B. A non-General Education course may not be approved as a course substitute for a General Education requirement. In all cases, students must meet the minimal requirements for graduation as determined by the Maryland Higher Education Commission.
- C. The number of course substitutions should be limited in order to maintain the academic integrity of the program. In no case may course substitutions constitute more than 25% of the program as this constitutes a substantial change in the curriculum as defined by MHEC.
- D. Program Managers and/or Department Chairs must complete a Course Substitution form identifying the recommended course substitution. The Course Substitution form should then be forwarded to the appropriate

Associate Vice President for Learning for concurrence and then submitted to the Associate Vice President of Operations/Registrar for review and final approval. In the event that the recommended substitution does not fall within the course substitution guidelines, the Associate Vice President of Operations/Registrar will consult with the appropriate Associate Vice President for Learning.

- E. Students requesting a course substitution based on the presence of a disability may do so through the Services for Students with Disabilities program. Information on the course substitution protocol is available from the SSD department.
- F. Approved course substitutions are recorded in the student's PeopleSoft record and are reflected in the appropriate curricular requirement in the student's degree audit.
- G. Course substitutions should be requested, approved and recorded as of the last date to apply for graduation.