

College Operating Procedures (COP)



Procedure Title:	Course Substitutions
Procedure Number:	03-1714
Originating Department:	Provost/Vice President of Academic Affairs
<u>Specific Authority:</u>	6Hx6:6.03
Board Policy	n/a
Florida Statute	F.A.C. - 6A-10.024
Florida Administrative Code	
Procedure Actions:	Adopted: 01/11; 7/8/11; 3/27/12
Purpose Statement:	This procedure and requirements provide students, administrators, faculty, and staff with information concerning course substitutions.

Guidelines:

This procedure and requirements provide students, administrators, faculty, and staff with information concerning course substitutions. This procedure does not address course credit for work experience or life experience.

Students receive credit for successful completion of a course at the College. There are various alternatives to completing a course such as course substitution, course transfer, course waiver and testing/articulation (such as CLEP, AP credit, etc.) A complete list of the alternatives is available in COP 03-1701.

Definitions:

Course substitution is the process through which a student petitions the College for a replacement of a required course with a course that meets a minimum of 70% of the course learning outcomes. The course must be completed at an accredited post-secondary institution with evidence of common content and learning outcomes.

Course transfer is the process of bringing in an identical – or nearly identical – course from another accredited post-secondary institution to replace a required course at the College. The transfer evaluation process is guided by the Florida Common Course Numbering System or catalog descriptions and a syllabus.

Course waiver occurs when the applicant has credits in the subject area that are above and beyond the requirements of the waived course.

Native course is defined as a college- credit course offered through the College.

Preparatory course is defined as a non-credit skill development course.

Institutional Rules for Course Substitutions:

- a) Career-technical and non-credit / continuing education coursework is reviewed for equivalencies as pursuant to COP 03-1709.
- b) Native courses will not be considered for substitutions without prior approval from VPAA.

- c) Under no circumstances may a preparatory transfer course be substituted for a college credit course.
- d) Under no circumstances may a non-general education transfer course be substituted for a general education course. A course designated general education by a regionally accredited institution shall be considered.
- e) A transfer course must have 70% of the learning outcomes found in the course that is being replaced.
- f) Transfer courses meeting 70% of the learning outcomes may be substituted to satisfy the credit hour requirement of the course being replaced.
- g) No more than 10% of the number of program courses or no more than nine credit hours may be replaced using course substitutions, whichever is greater.
- h) Courses taken at a higher academic level (i.e. 3000 vs. 2000) may be used as a transfer course. Note: The department in which the substitution occurs must certify that the transfer course includes at least 70% of the content and learning objectives of the course that is being replaced.

The course substitutions addressed here do not relate to student disability guidelines as outlined in State Board Rule 6A-10.04 Substitution for Requirements for Eligible Disabled Students of Florida Colleges and Postsecondary Career Centers. Students with a documented disability will be considered for course substitution as stipulated in Board of Trustees policy 6Hx6:6.03.

Procedures:

Students admitted to the College are expected to complete the degree requirements listed in the FSW Catalog. In cases where substitutions may be appropriate, these changes must be initiated in consultation with the academic staff at the time the student declares a major. All course substitutions must be approved by the faculty chair, the Associate Dean, the Academic Dean and the Provost/Vice President for Academic Affairs.

1. Approval for Course Substitutions must be submitted on the current the College Course Substitution Request Form which is available in Academic Advising or online at <http://www.FSW.edu/registrar>.
2. The student must provide a catalog description, date of completion, and name of institution where the course was completed. Additional course-related information, such as syllabus, faculty credentials, program requirements, or other related material may be requested
3. The faculty chair, the Associate Dean, the Academic Dean and the Provost/Vice President of Academic Affairs will each review the form, indicate approval or denial of the request, sign the form, and forward to the Office of the Registrar.
4. Students will be notified of the decision via their College e-mail address. All approved course substitutions will be recorded in the SIS by the Associate Registrar.
5. The decision made by the designated college officers referenced on the form is final and cannot be appealed to the President or the Florida SouthWestern State College, Board of Trustees.
6. The appropriate approval of course substitutions is integral to the College programs. Therefore, all non-student signatories to the Course Substitution Request must undergo training on the process and the requirements related to course substitutions.