

<b>Course Substitution Procedure</b>	Procedure Number	2.1.2P
	Effective Date	February 26, 2016

**1. PURPOSE**

In accordance with Degrees and Certificates Policy No. 2.1, the purpose of this procedure is to outline course substitutions process for all students at LCCC. In no instance will a reduction be made in the number of credits required for completion of a program.

**2. REVISION HISTORY**

Adopted: 2/26/16

**3. PERSONS AFFECTED**

Students, faculty, and staff are affected by this procedure.

**4. DEFINITIONS**

- A. *Assigned Advisor* – The faculty or academic advisor with whom the student is officially assigned within the Student Information System (SIS).
- B. *Course Substitution* – Course proposed to replace a requirement within the official program of study listed in the College Catalog for the catalog of record for the particular student.
- C. *Student* – Any person enrolled in credit bearing courses offered by Laramie County Community College, either full time or part time.

**5. PROCEDURES**

- A. The student, assigned advisor, or program faculty may initiate a Course Substitution Request if a course will no longer be offered, a student is out of sequence, or other circumstances make it unlikely the institution will be able to offer the course to a student in a timely manner, and another course will provide the appropriate curricular elements to ensure program outcomes are met.

**OR**

The student initiates a Course Substitution Request with either their assigned advisor or program faculty because the student has previously taken a course, which both the student and the advisor agree may meet program curricular requirements.

- B. The student and assigned advisor or program faculty complete the Course Substitution Request Form for each requested substitution which must include:
  - 1) Verification of transcripts, both institutional and transfer, as well as successful completion of the proposed substitution if applicable.
  - 2) Applicability within the requirements of the program in consultation with faculty as needed.
    - a. Students may be requested to provide additional information to support the request including course description and course syllabus.

C. Assigned advisor forwards completed form to the department chair or program director who will consult with lead faculty or subject matter faculty as appropriate for approval and signature.


**OR**

Program faculty forwards completed form to student's assigned advisor prior to routing to department chair or program director for approval and signature.

D. Department chair or program director forwards completed form to school dean for approval and signature.

E. School dean forwards completed form to the Office of the Registrar for final review and approval.  
 1) Office of the Registrar will update student's degree plan with approved substitution. The Course Substitution Request form will become part of the student's official academic record.

F. If any party of the approval process questions the substitution request, the department chair or program director, school dean, and registrar will confer regarding the approval or denial of the request.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Stacy Maestas, Registrar Kathryn Flewelling, Student Planning and Success Director	12/1/15
Approval by President's Cabinet		12/1/15
Ratified by College Council	Chad Marley, College Council Co-chair	2/26/16
Approval by President (Signature)		2/26/16

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## Course Substitution Request Checklist

Per Procedure 3XP, the student, assigned advisor, or program faculty may initiate a Course Substitution Request if a course will no longer be offered, a student is out of sequence, or other circumstances make it unlikely the institution will be able to offer the course to a student in a timely manner, and another course will provide the appropriate curricular elements to ensure program outcomes are met;

**OR**

The student initiates a Course Substitution Request with either their assigned advisor because the student has previously taken a course which both the student and the advisor agree may meet program curricular requirements.

The Course Substitution Request Form must be completed for each substitution. For each requested substitution, the originator (student and assigned advisor or program faculty) should:

- Verify transcripts, both institutional and transfer, for successful completion of the proposed substitution if applicable;
- Consult with faculty regarding applicability within the requirements of the program;
- Attach course description and course syllabus for the proposed course substitution.

The signed Course Substitution Request Form, with accompanying documentation, is forwarded to the Department Chair or Program Director, School Dean, and Registrar for approval. All approvals, in the order listed, are required for full consideration. If the request is initiated by program faculty, the Course Substitution Request Form must be signed by the student's assigned advisor prior to routing for approvals.

Once approved, the Office of the Registrar will update the student's degree plan with the approved substitution.

### LCCC Course Substitution Request Form

This form is required to officially substitute courses that fall outside of the program requirements as specified in the LCCC Catalog. Students may request a substitution for a course if they have previously completed a college course in which the subject matter closely parallels that of the course for which they request substitution. Or, a substitution may be requested due to the unavailability of a required course due to scheduling or other institutional constraints. Course substitutions for Laramie County Community College (LCCC) are entirely up to the discretion of the Department Chair or Program Director, School Dean, and the Registrar. In no instance will a reduction be made in the number of credits required for completion of a program. **Please submit one form per requested substitution.**

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Phone: \_\_\_\_\_ EaglesEye email: \_\_\_\_\_

Program of Study: \_\_\_\_\_ Catalog year: \_\_\_\_\_

#### Substitute LCCC Course

The Department/Program approves the course substitution of:		
_____	_____	_____
<b>Course No.</b>	<b>Title of Course</b>	<b>Semester completed</b>
For the following requirement:		
_____		
<b>Course No. or Degree requirement</b>		

#### Substitute Transfer Credit

Transfer course to be used toward degree requirements:		
_____	_____	_____
<b>Course No.</b>	<b>Title of Course</b>	<b>Institution attended</b>
For the following requirement:		
_____		
<b>Course No. or Degree requirement</b>		

#### Reason for Substitution:

\_\_\_\_\_  
\_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: _____	Date: _____
Department Chair/Program Director Signature: _____	Date: _____
School Dean Signature: _____	Date: _____

*Please submit completed form to the Office of the Registrar for review and approval.*

For Office Use Only

\_\_\_\_\_  
Registrar Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Degree Plan Updated