

Guilford Technical Community College

PO Box 309 • Jamestown, NC 27282

An Affirmative Action Equal Opportunity College

Course Substitution

Student's Name: _____ ID#: _____

Student's Program: _____ Catalog Year: _____

This form is submitted to officially approve and accept the following course(s) for substitution of required program courses to meet graduation requirements for the student named above.

Required Program Course(s)			Course(s) to be Substituted				
Course	Title	Hours	Course	Title	Grade	Hours	Sem./Yr.

Note: All items must be completed or the form will be returned.

Approvals:

Department Chair: _____ Date: _____

Division Chair: _____ Date: _____

(Please see reverse side for rationale, rules, and procedures.)

Course Substitutions Rationale, Rules, and Procedures

Rationale:

Course substitutions are permitted in order to allow students flexibility in meeting the requirements of their program of study.

Rules :

1. Course substitutions may be made when required courses are no longer offered, or when students have already completed comparable or equivalent courses, or when CO-OP credits are being substituted for major or related courses, or when otherwise deemed appropriate by the division chairperson and/or Vice President.
2. Substitute courses must have the same or greater number of credit hours than the required courses they are replacing.
3. Substitute courses must fit within the same category as the original courses; i.e., major, related or general education.
4. CO-OP credits may be substituted for major or related course credits only to the extent that major and related course credits in the program are above the minimum number required by the Curriculum Standard.
5. Course substitutions permitted by catalog or program brochure statements need no written approval.
6. For persons receiving VA educational benefits, course substitutions are limited to two (2) courses.
7. Course substitutions are only valid for the degree program and courses indicated on the reverse side of this form; a new course substitution must be submitted if a student changes programs.

Procedures:

1. Students request permission of their advisors or department chairs to substitute courses in their program of study.
2. Department chairs review requests for substitutions, and if they approve, complete a Course Substitution Form (see reverse side) and forward the completed form to their division chairperson.
3. Division chairperson approves (disapproves) proposed course substitutions and forwards to the Records Office, if approved, or back to department chair, if disapproved.
4. Student Records Technician records the approved course substitution in the Datatel system and subsequently to the student's program plan and permanent record.