



Broward  
Community  
College

## Policy Manual

<b>Title:</b> Substitution or Waiver of Specific Courses	<b>Number:</b> 6Hx2-4.01
<b>Legal Authority:</b> Fla. Statutes 240.319 (2)	<b>Page:</b> 1 of 1

In cases of extenuating circumstances, a student may be permitted to substitute or waive a specific course or sequence of courses.

A request for course(s) substitution may be considered for the following reasons: (1) upon determination of equivalency between a course or courses taken at another accredited institution and a Broward Community College course or courses; (2) upon determination that the substitution of a course or courses in a sequence normally required by an Associate in Science degree or Certificate would be in the student's best interest, given his/her career goals, and would not alter the fundamental nature of the program of study; and (3) to enable a student to repeat a course to improve a grade for which no identical number and/or title exists in the College course dictionary.

Normally, a request for a substitution of a specific course or sequence of courses is initiated through the Counseling/Advisement Office to the appropriate Department Head for recommendation to the campus Dean of Academic Affairs/Executive Director of the Center for Health Science Education/Downtown Administrator for final approval.

In cases where a request is made to substitute a technical course for an elective course to fulfill the requirements for the Associate of Arts degree, the student will be required to sign Section II of the Course Substitution and Waiver Form indicating that he/she fully realizes that some colleges and universities will not accept technical courses as transfer credit toward fulfillment of the requirements of a baccalaureate degree program.

A petition for a course waiver in any area of General Education that is part of the Associate of Arts degree requirements must be recommended by the appropriate Department Head and approved by both the campus Dean of Academic Affairs/Downtown Administrator and the Vice President for Academic Affairs.

**History:** Revised as Policy 4.02 (*Waiver of Specific Courses*) on September 21, 1982; revised on December 16, 1986; revised on April 19, 1995; revised and re-numbered on April 16, 1997

<b>Approved by the Board of Trustees</b>	<b>Date</b> 04/16/97	<b>President's Signature</b> 	<b>Date</b> 04/16/97
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