

Policy Manual



Title: Course Substitution or Waiver	Number: 6Hx2-4.01
Legal Authority: Fla. Statutes 1001.64, 1007.24 and 1007.264; Fla Bd. Ed. R. 6A-10.041	Page: 1 of 2

GENERAL STATEMENT

The purpose of this policy is to define Broward College's (the "College") position of allowing specific course substitutions. As a part of the statewide course numbering system, the College works to facilitate student acceleration and the transfer of students and credits between public school districts, public postsecondary educational institutions, and participating nonpublic educational institutions per §1007.24 F.S.

THE POLICY and THE STUDENT

A student may petition to substitute or waive a specific course or sequence of courses. The student must submit all required documentation to support their petition, including validation of foreign credentials by a member of National Association of Credential Evaluation Services.

A request for course substitution may be considered for the following reasons:

A. Transferred Course(s)

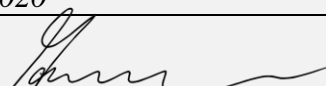
1. Upon determination of equivalency between a course or courses taken at another regionally accredited (or approved through the State Course Numbering System from a non-regionally accredited institution) institution and/or program and a Broward College course, or courses;
2. Upon determination that the substitution of a course, or courses, in a sequence normally required by any degree or certificate program, may benefit the student given his/her academic or career goals, and would not alter the fundamental nature of the program of study;
3. To enable a student to repeat the transferred course to improve a grade for which no identical number and/or title exists in the College course dictionary.

B. Broward College Course(s)

1. Substitutions for program and graduation requirements for eligible students with disabilities are covered by BC policy 6Hx2-4.09 and procedure A6Hx2-4.09.
2. Substitutions for individual courses not covered by policy 6Hx2-4.09 should only be made under extenuating circumstances and only after all reasonable options to accommodate student needs have been exhausted.
3. Substitutions that result from program closures will be covered by the teach-out plan submitted to the accrediting agency.

In cases where a request is made to substitute a technical course for an elective course to fulfill the requirements for the Associate in Arts or Associate in Science degree, the student will be required to sign 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 Associate Dean and approved by both the Pathway

History: Issued as Policy 4.02 (Waiver of Specific Courses) on September 21, 1982; revised December 16, 1986; revised April 19, 1995; revised and re-numbered April 16, 1997; revised February 26, 2013; revised February 26, 2013; revised January 23, 2018; revised February 25, 2020			
Approved by the Board of Trustees	Date: 2/25/2020	President's Signature 	Date: 2/25/2020

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Academic Dean and the College Provost and Senior Vice President for Academic Affairs and Student Services or their designee.

THE POLICY and THE FACULTY AND STAFF

A review process for a course substitution or waiver must be initiated by the Counseling/Advisement Office with the appropriate discipline Associate Deans for an academic program at the associate's or bachelor's degree level.

IMPLEMENTATION and OVERSIGHT

The President has the authority to establish procedures to properly implement this policy. The office of the Associate Vice Provost of Academic Affairs/College Registrar is responsible for evaluating the transfer of credit from accredited institutions and/or programs. Under no circumstances will the College accept credit from institutions and/or programs that were not regionally and/or nationally accredited at the time the credit was earned.

APPEALS

If a substitution request is denied by the Associate Dean, the student may appeal to the Pathway Academic Dean. If the substitution request is denied by the Pathway Academic Dean, the student may appeal to the College Provost and Senior Vice President for Academic Affairs and Student Services. The decision of the College Provost and Senior Vice President for Academic Affairs and Student Services is final.

VIOLATION OF POLICY


All violations of this policy are to be referred to the College Provost and Senior Vice President for Academic Affairs and Student Services. Violations of this policy may result in disciplinary action up to and including termination.

- For non-represented employees, action will be taken pursuant to the terms and conditions of the relevant employment contract, if applicable.
- For full-time Faculty, refer to the Collective Bargaining Agreement between The Board of Trustees of Broward College and United Faculty of Florida, Broward College Chapter.

DEFINITIONS

Course Substitution - A course that is approved to replace another course requirement in fulfilling a program of study.

Course Waiver - Intentional relinquishment of a course.

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