

Procedure Manual



Title: Course Substitution or Waiver Procedure	Number: A6Hx2-4.01
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This procedure and requirements provide students, administrators, faculty, and staff with information concerning course substitutions according to Policy 6Hx2-4.01. This procedure does not address course credit for work experience and/or life experience as that is addressed in Policy 6Hx2-4.11 and Procedure A6Hx2-4.11.

Students admitted to the College are expected to complete the degree requirements listed in the applicable Broward College Catalog (Policy 6Hx2-5.30). Transfer courses meeting 70% of the learning outcomes may be substituted to satisfy the credit hour requirement of the course being replaced. By completing and signing the “Request for Course Substitution” form, the Associate Dean or Pathway Academic Dean is certifying that documents were reviewed to determine course comparability. A transfer course must have 70% of the learning outcomes found in the course that is being replaced. By completing and signing the “Request for Course Substitution” form, the Associate Dean or Pathway Dean is certifying documents were reviewed to determine course comparability.

In cases where substitutions may be appropriate, the Course Substitution Requests must be initiated by the student in consultation with the advising staff. All course substitutions must be approved by the Associate Dean and Pathway Academic Dean; proposed substitution of native courses must be reviewed for approval by the College Provost and Senior Vice President for Academic Affairs and Student Services or their designee at the monthly Academic Affairs Leadership meeting.

1. A request for a course substitution must be electronically submitted by an advising staff using the “Request for Course Substitution” form. The student must provide supporting documentation to determine course comparability that may include, but is not limited to, a course catalog description, course syllabus, course learning outcomes, exams, project and portfolio. Additional course-related information, such as faculty credentials, program requirements, or other related material may be requested.
2. The academic advisor will review the documents prior to submission, sign the “Request for Course Substitution” form and explain the process to the student.
3. All documentation is then forwarded to the appropriate Pathway Associate Dean who will ensure the review by a Subject Matter Expert, and then to the Pathway Academic Dean; each will review the documents according to Policy 6Hx2-4.01, indicate approval or denial of the request, complete and sign the “Request for Course Substitution” form, and return to the academic advisor who originated the request. The appropriate Pathway Academic Dean must provide written explanation that any such substitution does not alter the fundamental nature of the program. In cases of substitutions of native courses for one another, the substitutions must be reviewed for approval by the College Provost and Senior Vice President for Academic Affairs and Student Services within two weeks of receipt.
4. The academic advisor will notify the student of the decision via the student’s College e-mail address.
5. The academic advisor will make an appropriate note in the student’s record, upload supporting documentation, and, if approved, add the course substitution in the student’s Degree Audit. For approved

Recommending Officer’s Signature <i>Jeffrey Nasse, Ph.D.</i>	Date: 2/3/2020	President’s Signature 	Date: 2/3/2020
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3000- or higher-level course substitutions, the advisor will notify the Registrar's Office to add the course to the student's record, and the Registrar's Office will confirm the task is completed. Once the 3000- or higher-level course is added, the advisor can substitute the course in the Degree Audit and notify the student.

6. The Pathway Academic Dean shall work with the Registrar's Office to update the course equivalency table, if necessary, and apply appropriate term limits (see Policy 6Hx2-5.30). The appropriate Pathway Academic Dean must submit a course-equivalency chart to the Registrar's Office in support of the plan.
7. The decision made by the designated College officers referenced on the form is final and a student may not petition the Academic Standards Committee (see policy 6Hx2-5.28).
8. The appropriate approval of course substitutions is integral to the College programs. Therefore, all non-student signatories to the "Request for Course Substitution" form must undergo training on the process, required documents, and timelines.

INSTITUTIONAL RULES FOR COURSE SUBSTITUTIONS

- a) Native courses not covered by policy 6Hx2-4.09 are covered in sections B1-3 of this policy.
- b) Under no circumstances may a developmental transfer course be substituted for a college credit course.
- c) Under no circumstances may a course that has been evaluated by the Pathway Academic Dean to be a "non-general education transfer course" be substituted for a general education course. The decision made by the designated College officers referenced on the form is final.
- d) Courses taken at a higher academic level (i.e. 3000 vs. 2000) may be used as a transfer course.
- e) **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. By completing and signing the 'Request for Course Substitution' form, the Associate Dean or Pathway Academic Dean is certifying documents were reviewed to determine course comparability.

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DEFINITIONS

Course Substitution - 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 substitutions of Broward College courses are covered by parts B1-3 of this policy.


Course Transfer - 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 - An intentional relinquishment of a course that occurs when the applicant has credits in the subject area that are above and beyond the requirements of the waived course.

Developmental Course - A college preparatory (remedial) course, not counting towards degree completion.

Native Course - A college-credit course offered through the College.

Subject Matter Expert - Faculty who are credentialed and/or have experience in teaching in the subject.

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