

BGSU Firelands Governance Document Policy	Academic Committees	Substitution & Waiver Guidelines
Approved by:	Date Revised 2-20-07	FC 4112

PURPOSE

This document is intended to provide consistent guidelines for decisions pertaining to requests for substitution or waiver of courses in an associate degree program.

POLICY

Course substitutions

The course content in the course being requested as a substitution is substantively equivalent to the required course. Indications of compliance, in descending order of value, are:

1. A higher-level course in the same content area.
2. A course with similar content; course description from the University catalog (or another institution's catalog) or copies of course syllabi that provide good evidence of content similarity.
3. A statement from the program director or academic advisor explaining the similarity between two courses (including individualized-learning courses). This is especially appropriate when the college or university fails to offer a required course in a reasonable and timely fashion. Such substitutions should be requested in advance whenever possible.
4. Requests for substantial substitutions, especially those including a combination of course requirements and waivers. These requests will only be considered when strong support and rationale are provided by the program director or academic advisor. These requests should be made well before the semester prior to graduation.
5. No course substitutions are guaranteed consideration during the semester the student intends to graduate.

Automatic course substitution may occur without written request when a change in university course listings (for example when a course is no longer offered), a change in course numbers takes place, or when two courses are extremely similar in content and the course being substituted is at a higher level than the original requirement. The committee will create a list of such courses as they become approved and will carry that list over to the next academic year for consistency. At the beginning of every academic year, each course on the list will be reconsidered for approval by a majority vote of the committee. New courses may be added to the list with approval from the committee and the Associate Dean.

Waivers

Waivers cannot be made for OBOR or University degree requirements. Any associate degree candidate who is deficient in semester hours in any course category will be exempted from the required number of semester hours only if all the following criteria are met:

1. The deficiency is less than one semester hour in any given category, providing that the student still meets the OBOR or University degree requirements in each respective OBOR category.
2. The deficiency is due solely to the transfer of credit hours from a quarter system school.
3. The total number of hours earned or transferred exceeds that required for the degree.

Although the college states that "at least 15 hours must be completed at BGSU immediately before graduation," this requirement may be waived if the student has completed at least 15 hours of course work at BGSU Firelands. The student should provide an explanation for why the residency requirement cannot be met in the usual way.

Waivers will not be considered during the semester the student intends to graduate.