
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: SUBSTITUTION OF COURSES TO MEET
GRADUATION REQUIREMENTS

NUMBER: PRO 4-02

REFERENCE:

PAGE: 1 of 3

I. PURPOSE

The purpose of this procedure is to:

- a. Enable students to graduate in a timely manner.
- b. Tailor each student's program of study to their individual academic and/or vocational needs.
- c. Prevent students from taking courses with redundant content.

II. RESPONSIBILITY

The President or designee is authorized to establish a procedure whereby students may be given permission to substitute a course not noted by the College as a graduation requirement for a course noted as a graduation requirement.

III. IDENTIFICATION OF STUDENTS ELIGIBLE FOR REASONABLE COURSE SUBSTITUTIONS

Students eligible for reasonable substitutions will be identified in the following ways:

- a. A student may identify themselves as a candidate for course substitution by speaking with an academic advisor about course substitutions.
- b. Academic advisors may identify a student who is eligible for course substitution(s) in the course of routine advising meetings.
- c. During the final graduation check, the Registrar or their designee may identify or recommend a course substitution to the appropriate Dean.

IV. PROCEDURE FOR OBTAINING PERMISSION FOR A COURSE SUBSTITUTION

- a. The student desiring a course substitution for reasons other than disability must meet with an academic advisor to obtain a Course Substitution Request Form and information regarding the course substitution procedure. If a student is requesting a Course Substitution for a disability related reason, student must follow the guidelines that are outlined in Procedure 4-18.
- b. The student must complete the Course Substitution Request Form and indicate the rationale for a reasonable substitution. Reasonable substitutions can be made for the following reasons, though they are not limited to these reasons:
 1. The student has attempted to take a required course but the course has been canceled or for other reasons the student has been unable to take the course at its scheduled time. To wait for the required course to be offered at a time when the student could take it would mean postponing graduation and thereby disadvantage the student;
 2. The student has previously taken a course with similar content to the required course. To take the required course would be redundant;
 3. The student wishes to amend the curriculum to be consistent with a desired career goal without compromising basic requirements. For example, a small business accounting course might be substituted for a more general accounting course for a student who seeks education for the purpose of running a small business.
- c. The *Course Substitution Request Form* should be completed and signed by the student and the academic advisor to begin the process of considering a course substitution request. The form must be accompanied by:
 1. A copy of the course description from the institution's catalog and, if possible, the course syllabus;
 2. An unofficial transcript showing evaluated courses and equivalent LSSC courses with the substitution course highlighted;
 3. Any other supporting documentation to justify the request.
- d. The Course Substitution Request Form and supporting documentation should be submitted to the Course Discipline Administrator by the academic advisor for consideration. The Course Discipline Administrator and Program of Study Administrator/Manager will approve or deny the request within 10 working days.
- e. If approved, the signed form must be submitted to the Dean/AVP for approval. The Dean/AVP will approve or deny the request within 5 working days.
- f. Once approved by the Dean/AVP, the signed form will be submitted to the Admissions and Records Office for processing and will become part of the student's permanent record.
- g. The student and the advisor will be notified of the outcome of the request by Admissions & Records within 5 working days.

V. INCOMING AND OUTGOING TRANSFERABILITY OF COURSE SUBSTITUTIONS

- a. Lake-Sumter State College does not honor course substitutions made by other institutions of higher education. Students wishing to use course substitutions granted by previous institutions, must complete the process described above.
- b. Lake-Sumter State College offers no guarantee that the substitution will be acceptable to the institution to which the student plans to transfer. Students should make contact with their intended transfer institution and academic program to determine transferability.