

NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3325 SUBSTITUTION OF REQUIRED COURSES POLICY

Students requesting course substitution(s) must submit the "Student Appeal/Petition" form documenting permission from the program faculty and the Dean of Academic Affairs. This request must be submitted to the Registrar's office prior to the start of the last term of enrollment.

The request should address why the substitution is necessary. Substitutions cannot have a negative impact on program learning outcomes. The substitution should be from a related discipline and will not reduce the total number of credits required for graduation from a specific program.

Date of Implementation:

Date of Adoption: 6/2/04

Date & Subject of Revisions: 1/27/06- Changed Policy number from 3320 to 3325

*Date & Subject of Revisions: AASC Approved 5/9/06; Executive Council Approval 5/18/06; Revised 6/6/07
1/27/09 Reviewed*