

## **NORTHLAND COMMUNITY & TECHNICAL COLLEGE**

### **3325 SUBSTITUTION OF REQUIRED COURSES POLICY**

Students requesting course substitution(s) must submit the Substitute/Transfer Course Equivalency form documenting permission from the program faculty and the Academic Affairs Administrator. 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*

*3/26/10 - Reviewed*

*12/2/10 Made change to title of form; Student Appeal/Petition to Substitute/Transfer Course Equivalency*

*3/1/11 - Revised*