COURSE SUBSTITUTION

Policy Id:
Reg.005 – Course Substitution

Contact:
Office of Registrar

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COURSE SUBSTITUTION

Policy
Undergraduate Students
Students are allowed a maximum of three course substitutions for the duration of an academic program. With the approval from the academic department designee(s), students can substitute courses taken or will take to satisfy another course at the College. In the absence of the chairperson, the Dean for Undergraduate Studies may also approve a course substitution. Students are allowed a maximum of three course substitutions for each degree program.

Upon receipt of the completed application, there will be a notation on the students’ academic records which will be viewable by degree auditors.

Graduate Students
Graduate students generally have to complete all the courses as detailed in their degree program. Graduate students considering a course substitution should consult with their Program Director.

Procedure
In-Person
The application for course substitution is available at the Jay Express Services Counter. Students can complete the application, obtain the chairperson’s signature, and bring it back to the Jay Express Services Counter. The completed application will be forwarded to the Registrar’s Office for processing. The processing generally takes 2-5 business days.

By Mail
The application for course substitution is available at the Jay Stop website. Students can download the application, obtain the chairperson’s signature, and mail the completed application to the Registrar’s Office. The processing generally takes 2-5 business days.

There are no telephone or email requests.