

3.e. Course Substitution

Subject	Educational Programs	Effective From	Sep - 2011
Policy #	3.e.	Latest Revision	Feb - 2025
Title of The Policy	Course Substitution	Next Review	Dec - 2025
Responsible Entity	Colleges Councils	Policy Pages	1
Definitions	A course substitution request is made when a student desires to substitute one course for a required course when a clear relationship exists between the two courses.		
Purpose	In meeting graduation requirements, it may be necessary to substitute one course for another when a clear relationship exists between the two. A course substitution allows a student to use an alternative course to meet a program requirement. Course substitutions are made in the context of program requirements and must maintain the integrity of the program. Importantly, substituted courses must include substantially the same learning outcomes as the required course.		
Scope	All AAU faculty, academic and administrative personnel, and students.		
Statement	A course substitution request is a request for a change in the study plan of an individual student. Approval is not guaranteed, nor does approval for an individual student imply that the same request will be approved for others.		
Procedures	AAU will consider a request from an undergraduate student for a course substitution as follows: 1. Students will submit a course substitution request to the appropriate advisor, department chair, and Dean of the college for approval. 2. Upon approval, the Dean of the college will forward the form for final review of the president of AAU. 3. The Registration and Admission will notify the student of the approval or disapproval of the course substitution. 4. In case of approval, the Office of Registration and Admission will post the course substitution to the student's academic record.		
Recent Changes	February 2025 Changes were made to the procedure, as points 3 and 4 were swapped to match the logical method of course substitution and reflect what actually happens in reality. A few changes in wording were introduced for more clarity.		