

University Policy 300.06
COURSE SUBSTITUTIONS AND EXEMPTIONS

Responsible Administrator: Provost – the Chief Academic Officer

Responsible Office: Office of the Provost and Office of Enrollment Management

Originally Issued: April 2019

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Authority: Office of the President

Policy Statement

It is the policy of Claflin University to ensure the appropriateness of substitution of or exemption from prescribed courses in a curriculum.

Statement of Purpose

The purpose of this policy is to outline the University's process for course substitutions and or exemptions.

Applicability

This policy applies to all students at Claflin University.

PROCEDURES

Under exceptional circumstances a **substitution** or **exemption** from prescribed courses in a curriculum may be permitted. In meeting graduation requirements, it may sometimes be necessary to substitute one course for another. Substitution is the exemption of a required course based on the student completing another course that meets the program requirements. A course previously taken may be substituted for a program-specific course or a general education course. The course substitution is at the discretion of the department chair and dean of which the course originates. Approval of course substitution awards the student credits of the substituted course. This type of exemption requires the submission of the **Course Substitution/Waiver Form**.

A student may be granted an exemption from a required course or from a program requirement only when the Department offering the course or program has identified another course, credential, or other experience as meeting the stated requirement. The course waiver is at the discretion of a department chair and dean. This type of exemption requires the submission of the **Course Substitution/Waiver Form**.

Effective April 16, 2019