

REQUEST FOR EXTERNAL STUDY

I.D. NUMBER: _____ CLASSIFICATION: _____

INSTRUCTIONS: Credit for external courses will not be granted without prior approval. With the assistance of your advisor, please supply the requested information below using the most current academic catalogs of both the external institution and Claflin University. Be sure to indicate if you have previously failed the listed course. If you were suspended from Claflin University due to unsatisfactory poor academic performance prior to the effective date below, permission to enroll in a course will not be granted. Please return this form to the Office of the Provost.

Student's Name: (Printed): _____ Signature: _____ Date: _____

Classification: _____ Major: _____ School: _____

Address: _____

Home Address: _____

REQUESTED DATA

Other College/University: _____ Address: _____

Effective Date: From: _____ To: _____

External Study (Other School) University, Dept. & No. Hours	Claflin Equivalent Title, Dept. & No. Hours	Claflin University Reference Hours, Date and Page
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE: Please note if the credit awarded the course elected is based upon semester hours or quarter hours.

Approved: _____
(Advisor) Date

Approved: _____
(Department Chair) Date

Approved: _____
(Dean) Date



Course Substitution/Waiver Request Form

Only courses identified on the advisement record form are acceptable for completing a student's program for graduation purposes. Any deviation from the approved program of study in completing core, major, or professional courses must be approved prior to enrolling in substitute course work. The rule is also applicable to awarding any transfer credit.

Student Information

Student Name:	Student ID:	Expected Date of Graduation:
Major:		

Requested Action (Please Check One) **Refer to attached policy**

- Course Substitution Course Waiver

Required Course(s)

Required Claflin Course Prefix/Number/Title	Course to be Substituted Prefix/Number/Title

Rationale Justification:

Attach a copy of the description of both courses as taken from the College catalog. If transfer substitution, a copy from the catalog of the institution where you took the course.

- No grade below "C" is acceptable for transfer courses.**
- The final decision rests with the approvals below. Some consultation may be required with the program coordinator in another program if the course involves coursework normally received there.**

Student Signature: _____ Date: _____

Approval: Circle and Sign

Approved	Not Approve	_____	_____	_____
		Advisor	Printed Name	Date
Approved	Not Approved	_____	_____	_____
		Chairperson	Printed Name	Date
Approved	Not Approved	_____	_____	_____
		Dean	Printed Name	Date
Approved	Not Approved	_____	_____	_____
		Provost	Printed Name	Date
Approved	Not Approved	_____	_____	_____
		Registrar	Printed Name	Date

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
Revision Date:
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** of 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