



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

EE-4 Approved Course Substitution

APPROVED: July 5, 1985 **REVISED:** December 10, 2021
Year of last review: 2021

AUTHORIZING BOARD POLICY: EE

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Dean or Director of the Program

OBJECTIVE: To establish the criteria for the approval of course substitution when permitted. No substitutions are permitted for Core or Field of Study as defined in Chap 4.28ACGM (*Academic Course Guide Manual*) from the Texas Higher Education Coordinating Board (THECB).

PROCEDURE:

Factors to consider when addressing a course substitution include the following:

- A. The course required in the student's degree plan is no longer available or is not being offered in the current semester;
- B. Under the circumstances that a student has a disability that is documented in writing by a licensed physician, which precludes participation in physical activity courses, the appropriate course to be substituted will be determined by the discipline;
- C. The associate of applied science degrees and the certificate programs afford greater flexibility in approving course substitutions. However, the substitutions should normally reflect approval for a comparable course or a higher level course in the same general education requirement option, and substitutions in career and technical courses should reflect comparable learning outcomes and contact hours;
- D. The required course is incorrect due to institutional errors or Catalog changes;
- E. In collaboration with the instructional coordinator for the major, the Dean/Director responsible for the program in the student's declared major will be responsible for review and appropriate actions regarding course substitution. Upon final disposition, the Dean/Director will forward the completed form to the Office of Admissions and Registration for posting and student notification. Regardless of outcome, the original document will become part of the student record.
- F. This procedure does not apply to transfer credit. Refer to College Procedure EGA-2 *Evaluation of Transfer Credit* for addressing transfer credit.

I. Student Process

Student must meet with a counselor or advisor. If appropriate, a course substitution form will be initiated.

Appropriate documentation (degree plan and transcript) must be provided by the student. This documentation is submitted with the request form.

II. Appeals Process

If the original request for course substitution is not approved, the student may submit additional documentation to the Dean/Director for reconsideration. The Dean's/Director's decision is final.



EL PASO COMMUNITY COLLEGE
COURSE SUBSTITUTION FORM

For College Procedure EE-4:
Approved Course Substitution

DEAN/DIRECTOR:
STUDENT:
ID#:
ADDRESS
CITY STATE ZIP CODE
CONTACT INFO:
Degree: (circle one) AA AS AAT AAS CERT
Degree/Cert. Code:
CURRENT MAJOR:
Option:
CATALOG YEAR:
CREDIT HRS. COMPLETED:
CUMULATIVE GPA:

I HEARBY REQUEST CONSIDERATION FOR A COURSE SUBSTITUTION AS FOLLOWS:
A Course Substitution Form is required for each course to be substituted along with a copy of a degree plan and transcript to be presented for Dean's/Director's approval.

Table with 2 columns: Required Course (Course #, Course Title) and Course Substitution (Course #, Course Title). Includes a Justification section.

Student Signature Date

Counselor Recommendation:

Counselor Signature Date

Approval Authorization: Approved [] Disapproved []

Dean/Director Signature Date

Comments:

Dean/Director will forward the completed forms and any other supporting documents to the Office of Admissions and Registration for posting and student notification.

Original: 1st copy: Dean/Director 2nd copy: Student LG:Course Substitution 08/04/09