

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: S 2.0
Procedure Title: Course Substitution
Relevant Board Policy:
Originating Unit: Academic Advising and Enrollment Management
Maintenance Unit: Vice President of Student Success
Vice President of Academic Success

- I. Purpose:
To delineate a thorough and efficient set of steps for granting substitutions. Should course equivalencies be needed, please see *Transfer Course Equivalency* procedure, S2.0.
- II. Procedure Statement:
A. Parameters: Justification and Intent
1. Substitution Parameters: A substitution may be given when a student earns credit for a course and wants to use it in place of another to complete a degree or certificate. The institution grants a substitution when the learning outcomes of the course taken meet or exceed those of the course required for completion. The course taken should contribute to the program learning outcomes in a way comparable to the course required for completion. Additionally, the credit hours of the course taken must be equal to or greater than the course required for completion. Learning outcomes with program outcomes.
- III. Process:
A. Substitution Procedure
1. Admissions and Records staff refer student to visit with Certified Advisor.
 2. The Certified Advisor may research possible substitutions for coursework and submit a request with supporting documents to their Advising Team Lead using the Substitution form.
 3. The Advising Team Lead will sign and submit the Substitution Form with respective documents to the Department Chair for review.
 4. The Chair then forwards the request to the faculty in the discipline area for equivalency evaluation and decision.
 5. Once a decision is made by the faculty member, the substitution form will be sent to the Department Chair and Academic Dean for review.
 6. Upon completion of review, the Substitution form is then emailed to the Graduation Team and respective Team Lead with decision, from the office of the Academic Dean.
 7. The Graduation Team prints the Substitution form and posts a comment to SPACMNT.
 8. The Graduation Team scans the form to the student's record and if approved processes exception in Alamo GPS (if applicable).
 9. Form is then shredded.

Attachments:

- A. [Course Substitution-Form](#)
- B. [Graduation Application](#)

Created: February 3, 2021

Date Approved: January 6, 2021

Approved: (signed: Beth Tanner)
Beth Tanner, Vice President for Academic Success

Approved: (signed: Gilberto Becerra)
Gilberto Becerra, Vice President of Student Success

Approved: (signed: Katherine Doss)
Katherine Doss, Vice President of College Services

Approved: (signed: Dr. Robert Garza)
Dr. Robert Garza, President