



# POLICY AND PROCEDURE

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<b>TITLE:</b>	<b>Internal Course Substitutions</b>
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## **POLICY STATEMENT:**

Internal substitutions are created when extenuating circumstances require one Goodwin course to be used in place of another Goodwin course to satisfy a requirement in a student's chosen program of study. Internal substitutions are created for individual students on a singular basis and should not be set as precedents for the award of credit for other students.

## **PROCEDURE DETAILS:**

Upon assessment of an individual student's coursework, a Program Director or Dean may determine that a substitution of one Goodwin course for another is appropriate. Extenuating circumstances may include, but are not limited to:

- Current offerings in the course schedules do not allow a student to take a required course, thereby preventing completion of the program in accordance with the student's anticipated date of graduation.
- Change in course code (where the student took the course under the old code, but the student's current program lists the new course code)
- Change in a student's major (where courses taken under one program of study are relevant to the new program of study)
- Assessment of a student's career goals (where an elective course may be more relevant than a core requirement)

The Goodwin course that is substituting another, if taken prior to the substitution, must have been successfully completed with a minimum grade of 'D-.' There is an Internal Course Substitution Form which must be completed, following proper procedures, in order to finalize and properly document the substitution.

- Assessment of a student's career goals (where an elective course may be more relevant than a core requirement)

The Registrar will review and approve the form. The course substitution will be noted on the student's degree audit and scanned to the student's record in Sonis.

## **PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):**

UNIVERSITY CATALOG

STAFF HANDBOOK

FACULTY HANDBOOK

STUDENT HANDBOOK

## **DEFINITIONS:**

Internal Substitution – this is a substitution involving the use of one Goodwin course in place of another

**EXCLUSIONS:**

N/A

**OFFICES DIRECTLY AFFECTED BY THE POLICY:**

Program Director or Dean of the program in question

Registrar

**HISTORY:**

Created 4/8/2014, Reviewed 2/4/2015, February 2016, 2017, 2018, 2019. Updated with new logo / university January 2020.

<b>EFFECTIVE DATE:</b>	7/2/2014
<b>RESPONSIBLE OFFICE (ONLY ONE):</b>	Registrar
<b>REVIEW DATE:</b>	Annually

**APPENDIX:**

N/A