



# GOODWIN COLLEGE PROCEDURE

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<b>TITLE:</b>	<b>Internal Course Substitutions</b>
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## **INTRODUCTION 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.

This outlines the proper procedures for creating or requesting; approving; and documenting an internal substitution.

## **AREAS OF RESPONSIBILITY:**

**Program Director or Department Chair:** Upon review of an individual student's academic coursework, the program director or department chair (of the student's program) may complete an Internal Course Substitution Form or request that the Transfer Coordinator fill out an Internal Course Substitution Form.

**Transfer Coordinator:** After the form has been completed and signed by the program director or department chair, the Transfer Coordinator will review the form and send it for any additional signatures that might be required. After all signatures have been affixed, including the Transfer Coordinator's, the Transfer Coordinator will upload the form in Sonisweb and make notations where appropriate.

The Transfer coordinator also ensures that the Internal Course Substitution Form is updated, and is responsible for having new versions of the form uploaded on the appropriate webpage

**Registrar:** The Internal Course Substitution Form is available on the Faculty/Staff Forms webpage of the Goodwin website. The Registrar reviews uploaded course substitutions and notations regarding substitutions during degree audits and degree clearance, and will contact the Transfer Coordinator with any questions.

## **PROCEDURE DETAILS:**

1. The program director or department chair of the student's chosen program of study may determine, upon review of the student's course work, progress, and anticipated graduation date, that an internal course substitution of one Goodwin course for another is appropriate. Extenuating circumstances that may necessitate an internal substitution 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. This would be restricted to the last two semesters before 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)
2. The program director/department chair will select a course that is a suitable substitute for the required course. If the substitution uses a course that the student has already completed, a minimum grade of

'D-' in the original course is required. After the course has been selected, the program director/department chair will do one of the following:

- a. Download, fill out, and sign the Internal Course Substitution Form, which is available on the Faculty/Staff Forms section of the Registrar's webpage. The 'Justification' section of the form must be completed by the program director/department chair.
  - 1. The completed form must then be submitted to the Transfer Coordinator
- b. Contact the Transfer Coordinator and request a substitution form.
  - 2. The Transfer Coordinator will fill in all pertinent information and send the form to the program director/department chair for their signature and justification.

3. The Transfer Coordinator will review the completed form. If it is accurate and does not require any additional signatures, the Transfer Coordinator will follow the steps outlines in Section 4. If the form requires an additional signature (from another program director or curriculum director), the Transfer Coordinator will send it to the appropriate department for an additional signature. An additional signature is required if the course that is being substituted falls under another department. (For example, if a substitution is requested by the Health Science Department to exchange an HSC course for the required BUS 101, the Business Department must review the substitution form and either approve or deny the substitution. Guidelines for the review of substitution forms are included in the Appendix Section of this Procedure.) If an additional signature is required, one of the following will occur:

- a. If the reviewing department approves the substitution, the program director/curriculum director will sign the form and return it to the Transfer Coordinator
  - i. The Transfer Coordinator will follow the steps outlined in Section 4.
- b. If the other department does not approve the substitution, the program director/curriculum director will not sign the substitution form and will contact the Transfer Coordinator.
  - i. The Transfer Coordinator will contact the program director/department chair of the requesting department and inform them that the substitution was denied.
  - ii. If the requesting program director/department chair wishes to appeal the decision, they can request to meet with the program director/curriculum director that denied the substitution and the Chairman and Vice Chairman of the Academic Affairs Committee.
    - 1. If the substitution is granted, either the requesting program director/department chair or the reviewing program director/curriculum director will contact the Transfer Coordinator with the decision.

a. The Transfer Coordinator will follow the steps outlined in Section 4.

4. Once the substitution form is completed and all of the appropriate signature have been affixed, the Transfer Coordinator will:

- a. Sign the substitution form
- b. Upload the form to the "Courses" page in Sonis
- c. Make notations of the substitution on the "Notes" page in Sonis
- d. Update the student's plan of study

**DEFINITIONS:**

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

Requesting Department – The department who initiated the substitution request.

Reviewing Department – This is the department that receives the substitution form for review and approval, if the course being substituted falls outside of the Requesting Department's purview.

**HISTORY:**

Created 4/8/2014, Reviewed 2015, February 2016

<b>RESPONSIBLE OFFICE:</b>	Registrar
<b>REVIEW DATE:</b>	Annually

**APPENDIX:**

Include any supporting documentation that would be useful for the implementation and future evaluation and revision of the procedure. Examples include, sample forms, timetables, examples, transaction flow chart, etc.