# Title:
**Internal Course Substitutions**

## 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):
- [x] University Catalog
- [ ] Faculty Handbook
- [ ] Staff 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:**

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<th><strong>EFFECTIVE DATE:</strong></th>
<th>7/2/2014</th>
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<tbody>
<tr>
<td><strong>RESPONSIBLE OFFICE (ONLY ONE):</strong></td>
<td>Registrar</td>
</tr>
<tr>
<td><strong>REVIEW DATE:</strong></td>
<td>Annually</td>
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**APPENDIX:**
N/A