



GOODWIN COLLEGE POLICY

TITLE:	Internal Course Substitutions
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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.

POLICY STATEMENT:

Upon assessment of an individual student's coursework, a program director or department chair 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. This would be restricted to the last two semesters before the 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.

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

- COLLEGE CATALOG
- FACULTY HANDBOOK
- STAFF HANDBOOK
- STUDENT HANDBOOK

EXCLUSIONS:

NA

DEFINITIONS:

Internal Substitution: this is a substitution involving the use of one Goodwin course in place of another. There is a form, available online, that must be completed to finalize the substitution.

CONTACTS:

Program Director or Department Chair of the program in question
The Office of Institutional Effectiveness
The Office of the Registrar

HISTORY:

Created 4/8/2014, Reviewed 2/4/2015, February 2016

EFFECTIVE DATE:	7/2/2014
RESPONSIBLE OFFICE:	Registrar
REVIEW DATE:	Annually (Jan-March).

APPENDIX:

Include any supporting documentation that would be of use for the interpretation and future evaluation and revision of the policy. Examples include: meeting minutes documenting open forum discussion (arguments for and against, resulting vote), timetables, text of applicable external regulation, etc.