

OWENS COMMUNITY COLLEGE
PROCEDURES

Course Substitution

Board Policy No.: 3358:11-2-24

PROCEDURES:

- (1) Course substitutions must be initiated as part of the advising process. Course substitutions must be approved by the student's declared academic program's department chair, in consultation with the course chair when applicable. A technical course may be substituted for another technical course or a basic education requirement for another. All general education requirements must still be met.
- (2) A form requesting approval of the substitution is initiated with the academic advisor or the chair of the student's declared academic program major. The signature of the declared academic program chair or designee and with the signature of the Chief Academic Officer or designee will be required.
- (3) A course substitution should not be considered approved until the substitution is officially posted in the student's academic record.

These procedures conform to the POLICY amended by the Board of Trustees on February 2, 2016, and said policy has been filed with the State of Ohio Electronic Rule Filing with the policy effective date of February 13, 2016.