

409.0 - Course Substitution

Purpose:

A student is expected to complete all Bismarck State College program and degree requirements in accordance with college degree requirements as set forth in the BSC Catalog. The College, under special circumstances, may allow courses on a student's transcript to act as substitutes for those currently required.

Procedure:

General Provisions:

1. Students should connect with their academic advisor, any anticipated transfer institutions, or employers to discuss possible negative impacts of the proposed substitution.
2. Any deviation from the prescribed course of study must be approved through the process outlined below.
3. Requests are evaluated on a case-by-case basis.
4. Failure to enroll in a required course or of a course previously failed is typically not sufficient reason to request a course substitution.

Conditions for Potential Course Substitution:

1. While each course substitution request will be reviewed individually on its merits, successful requests should meet the following criteria.
2. Student should be currently active in the program of study to which the substitution applies.
3. Course Substitution request should be submitted after the student has been matriculated and the course being used for substitution has been posted to their transcript, but not later than the Application for Degree deadline date.
4. A student taking one or more courses from another institution during their final semester must submit an in-progress transcript along with their Application for Degree if any of those courses are to be proposed for substitution.



5. Course to be substituted must be equal to or greater in credits than the required course and not reduce the number of credits needed to complete the degree.
6. Course to be substituted should meet the content and outcomes of the required course.
7. Course to be substituted for a general education requirement should come from the same general education category (e.g., math for math, or arts/humanities for art/humanities, but not math for arts/humanities.)
8. Substitution of a transfer course identified as an elective must meet the usual requirements for transfer (e.g., taken from a regionally/nationally accredited institution, ACE evaluated military credit, WES evaluated foreign institution credit, etc.) A course description and/or syllabus of transfer courses proposed as substitutes will be required.
9. New course substitution form must be submitted if a student has had a break in enrollment, program or degree changes, or if there is a change in catalog year.

Course Substitution Request Procedure:

1. The student must meet with an academic advisor who will submit the Petition for Course Substitution form. and attach a copy of the course description and/or syllabus if the course being used in substitution is transferring to BSC as an elective.
2. Incomplete petitions cannot be effectively evaluated and will be returned to the academic advisor.
3. Petition for Course Substitution must be reviewed and approved by the student, Assistant Academic Dean and Academic Dean prior to processing in Academic Records.
4. Email notification of approval or denial of the Petition will be sent to the student and academic advisor.

Denied Course Substitution Request:

1. The student and academic advisor should discuss the course substitution denial as well as consult with the Assistant Academic Dean and Academic Dean
2. If additional documentation or explanation can be provided, the academic advisor should submit a new Petition for Course Substitution form located on the [Faculty Resources page](#).

References:

NA

History of This Procedure:

First policy drafted summer 2011. Reviewed by the Operations Council on January 9, 2013, approved by the Faculty Senate on February 19, 2013, and approved by President Skogen on February 21, 2013.

Revisions – February 11, 2014; reviewed by the Operations Council on June 11, 2014, and approved by the Executive Council on June 25, 2014; July 14, 2014; August 4, 2014; July 8, 2015; September 2, 2016; February 20, 2019, changed from a policy to an operational procedure as reviewed by the Campus Council on April 26, 2023 and reviewed by the Executive Council on May 17, 2023, approved by the President on June 8, 2023.