

Student Policy – Course Substitution

Policy:

A student is expected to complete all Bismarck State College program and degree requirements in effect at the time a continuously enrolled student was accepted to the college or program or at the time a non-continuously enrolled student returned to the college to finish their education. The College, under special circumstances, may allow a course substitution.

General Advice to Students:

Students should familiarize themselves with this policy. They should work with their academic advisor and anticipated transfer institutions or employers to determine any negative impacts of the proposed substitution. Students are reminded that any deviation from the prescribed course of study must be approved through the process outlined below. Requests are evaluated on a case-by-case basis. Failure to enroll in a required course is typically not sufficient reason to request a course substitution.

Conditions for Potential Course Substitution:

While each course substitution request will be judged individually on its merits, successful requests should meet the following criteria. This list is provided to help the student and academic advisor.

1. Student should be currently active in CampusConnection in the program of study to which the substitution applies.
2. 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. A student taking one or more courses from another institution during their final semester needs to submit an in-progress transcript along with their Application for Degree if any of those courses are to be proposed for substitution.
3. 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.

4. Course to be substituted should meet the content and outcomes of the required course.
5. Course to be substituted for a general education requirement must come from the same general education category (e.g., math for math, or arts/humanities for art/humanities, but not math for arts/humanities.)
6. Substitution of a course for a previously failed course will nearly always be denied.
7. Substitution of a transfer course identified as an elective must meet the usual requirements for transfer (e.g., taken from a regionally 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 normally be required.
8. New course substitution form must be submitted if a student has had a break in enrollment following the first submission, even if the original substitution was approved.

Appeal of Denied Course Substitution Request:

Bismarck State College allows for an appeal of a course substitution request that has been denied. The appeal process for reconsideration of the request is outlined at the end of this policy.

Course Substitution Request Procedure:

1. The student, who must be currently enrolled in the college and active in the program, will discuss course substitution options with an academic advisor.
2. The student will then complete the Petition for Course Substitution form with their Academic Advisor. It is important to be complete; incomplete petitions cannot be effectively evaluated and will be returned to the academic advisor. The Petition for Course Substitution form is located on the BSC CORE Portal under the Faculty Resources Page. The Petition for Course Substitution form can be accessed through your Academic Advisor.
3. Petition for Course Substitution must be signed and approved by:
 - Student
 - Program Requirement Substitution: Academic Advisor and Department Chair/Program Manager, and Dean of Academic Affairs/Associate Vice President, NECE
 - General Education Requirement: Academic Advisor, Department Chair and Dean of Academic Affairs
4. Attach a copy of the course description and/or syllabus*, if the course being used in substitution is transferring to BSC as an elective.

5. Submit the completed Petition to the Academic Records Office, Schafer Hall, Room 135 after the credits being used for substitution have been posted to the transcript, but prior to the application for degree deadline date. Consistent with the Family Educational Rights and Privacy Act (FERPA) requirements, a scanned copy of the completed Petition can be sent from a BSC email address to bsc.records@bismarckstate.edu in lieu of signature on the Petition. Petitions sent from other than BSC email addresses cannot be accepted.
6. Email notification of approval or denial of the Petition will be sent to the student and academic advisor.

*A syllabus will normally be required if the course description is insufficient to determine the content and outcomes of the proposed substitute course.

Course Substitution Appeal Procedure:

1. The student and academic advisor should discuss the course substitution denial.
2. The student will then complete the Petition Course Substitution Appeal form with their Academic Advisor. It is important to be complete; incomplete petitions cannot be effectively evaluated and will be returned to the academic advisor. The Course Substitution Appeal form is located on the BSC CORE Portal under the Faculty Resources Page. The Course Substitution Appeal form can be accessed through your Academic Advisor.
3. Course Substitution Appeal must be signed and approved by:
 - Student
 - Provost and VP for Academic and Student Affairs or VP, NECE
4. Submit the completed Course Substitution Appeal Form to the Academic Records Office, Schafer Hall Room 135 along with any supporting documentation. Consistent with FERPA regulations, a scanned copy of the completed appeal can be sent from a BSC email address to the bsc.records@bismarckstate.edu in lieu of signature on the petition. Petitions sent from other than BSC email addresses cannot be accepted.
5. Academic Records will forward the appeal along with the initial substitution petition to the Provost and VP for Academic and Student Affairs or to the VP, National Energy Center of Excellence as appropriate.
6. Review of the appeal will be completed within two weeks by the appropriate vice president.
7. The appropriate VP will send the final decision via email to the student, and copy both the Academic Advisor and Academic Records office.

History of This Policy:

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.