

COURSE SUBSTITUTION



Policy Number: AA023EN

Last Review: Fall 2023

1. PURPOSE

Course substitutions are possible when (1) transfer courses from another institution are equivalent to courses offered at AUP, and (2) in extraordinary cases, a course differing from a stated requirement for a major or minor, is approved in its place.

2. WHO IS AFFECTED BY THIS POLICY

Students who transfer courses to AUP and/or students who request to substitute a course with one that differs from the major or minor requirements.

3. POLICY STATEMENT

There are two general cases when one course can be substituted for another course.

1. When students transfer courses to AUP from another institution. If the course is deemed equivalent to an existing AUP course, this equivalency is noted on the student's internal transcript, so that the course is properly counted towards a major, minor or general education requirement.
2. In extraordinary cases, AUP may grant a student permission to take a course at AUP other than the one that is a stated requirement for a major or a minor. In order to substitute a course, the student must complete a [Course Substitution Petition](#) and obtain approval by the student's advisor, the major or minor department chair (or the chair of the General Education Committee, for a General Education requirement), and the Associate Dean for Academic Administration.

4. RESPONSIBILITIES

A student must provide an acceptably detailed course description for any external courses to be transferred to AUP. The Department Chair (or General Education Committee chair) reviews the course description for any external courses to be transferred to AUP and determines equivalency. The Department Chair determines whether an AUP course, different from one specified as a major or minor requirement, can be counted towards a major or minor. The Associate Dean for Academic Administration ensures that requested course substitutions are appropriate.

5. APPROVALS & HISTORY

This long-standing policy was reviewed in Fall 2023. The next review will take place in Fall 2025.

6. ISSUING OFFICE AND CONTACT

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