

## *Policy Statement*

Students should complete their program curriculum outlined in the Terra State Community College Catalog and Student Handbook. Programs are carefully planned and periodically reviewed. It should not be typically necessary to substitute or waive courses in degrees or certificates. It may be appropriate, however, to substitute or waive a course requirement under unique or unusual circumstances.

## *Policy Details*

Students requesting a substitution or waiver should contact their academic advisor or faculty member to initiate the process.

A **course substitution** is a course that takes the place of a required course in a curriculum, provided the course substitution involves similar content of the required course. Approved substitutions will appear on the student academic record once the petition is processed. Substitutions can only take effect if the course is either graded or enrolled.

Automatic course substitutions will be processed by the College and no further action is needed. Please contact [recordsdept@terra.edu](mailto:recordsdept@terra.edu) for a complete list.

A **course waiver** exempts the student from completing a required course in the curriculum. The academic dean determines course waiver eligibility based on the learning outcomes of the course. All waived courses are not calculated into earned or GPA bearing credits. If sufficient credits are not available to replace the waived credits, the student may be required to complete additional course work; students should consult their academic advisor for specific direction concerning completing program credit requirements. Approved waivers will appear on the student's degree audit.

## *Procedures*

How to request a course substitution or waiver:

1. Gather sufficient documentation and justification to warrant a substitution or waiver. Documentation of prior learning can include, but is not limited to, the following:
  - a. Transcripts from other colleges or universities
  - b. Workplace or Military training
  - c. Professional certifications
  - d. Examinations (for example: CLEP, AP, etc.)
2. Review the documentation with an academic advisor or faculty member
3. If the reviewer believes the request merits further consideration, all supporting documentation is forwarded to the appropriate academic dean for consideration
4. If approved by the academic dean, the substitution/waiver is sent to the Student Records Office at [recordsdept@terra.edu](mailto:recordsdept@terra.edu) for processing. A reason for the waiver will be documented on the request
5. Appeals must be made in writing to the Vice President of Academic Affairs (VPAA)

Credit is substituted or waived based on the curriculum indicated on the request. The student must submit a new Course Substitution-Wavier request if they change their curriculum or are applying for multiple programs.

**Resources**

Documentation

Substitutions and Waivers are documented in the degree audit system.

Definitions

<b>Term</b>	<b>Definition</b>
<i>Course Substitution</i>	Course(s) that takes the place of a required course(s) in a curriculum, provided the course substitution involves similar content of the required course
<i>Course Waiver</i>	Exempts the student from completing a required course in the curriculum
<i>Program Curriculum</i>	Coursework required to be completed for a degree or certificate.

**Approval History**

<i>Date</i>	Policy/Procedure or Entire Document	Notes (Types of Actions)	**Approved by
5/16/2019	Entire Document	Issued	CASA
8/23/2019	Policy	"should" in Policy Details 4, sentence 2, changed to "shall"	CASA
09/21/2022	Entire Document	Revised to include automatic substitutions	CASA
11/17/2022	Entire Document	Approved with edits by CASA	William Taylor, CASA Co-Chair
8/26/2025	Entire Document	Reviewed with minor revisions	Doug Mead, VPAA

\*\*Full name of CASA Committee Chair, signatory, or designee

**Effective Date: 11/17/2022**

**Next Review Date: 9/30/2028**