WAIVER OF REQUIRED COURSES FOR GRADUATION

I. PURPOSE

Provides procedures and the approving authority for the waiver of courses normally required for graduation from a given program.

II. DEFINITIONS

A. Waiver permits a student to forego fulfilling a required particular course in a program. A waiver does not forego the required minimum 60 semester credit hours for an associate degree.

B. Substitution permits a student to present another specified course in place of a required course.

C. Transfer permits a student to present a course from another college or university that parallels the material in the WCJC course. Transfer also includes the standardized tests approved by the faculty in the discipline. Transfer decisions are implemented by the Director of Admissions and Registration.

III. POLICY

Waivers of required courses in college curricula are permitted upon faculty and administrative approval under the supervision of the Office of the Vice President of Instruction.

(POLICY APPROVAL: 11-15-95, Board of Trustees, amended 1-21-14)

IV. PROCEDURES

A. A request for a course substitution is made by a student to the department head responsible for the student's program. The student includes appropriate documentation to demonstrate comparable course learning outcomes. Such documentation may include a college catalog course description or course syllabus. If a student wishes to substitute courses from another institution for WCJC courses, a copy of an official transcript, with the course highlighted, is required.

B. The department head reviews the proposed substitute course and approves the substitution only if it provides learning experiences comparable to the ones in the WCJC course required by the student's degree program.

C. If the department head decision is favorable, the department head completes a course substitution form and forwards it to the division chair. If the division chair approves the change, he or she signs the form and forwards it to the appropriate dean. If the dean approves the substitution, he or she forwards it to the office of the Vice-President of Instruction.

D. The Vice-President of Instruction reviews the request for course substitution, renders a decision, and reports the decision to the student and to the Director of Admissions and Registration.

E. The Office of Admissions and Registration sends a copy of the completed form to the student.
F. A student who wishes to substitute courses from another institution for WCJC courses must present an official transcript to the Director of Admissions and Registration.

V. GUIDELINES

A. The Vice-President of Instruction waives only non-core courses such as orientation and physical education when a student presents evidence that the courses are not necessary because of experience or that the student is physically unable to participate in the activities offered.

B. If a non-core course is waived, a minimum of 60 semester credit hours for an associate degree is still required.