

Graduate-Course Substitutions

General Academic Proposal/Policy Cover Sheet

General Catalog Information

** Read before you begin**

This cover sheet is intended to provide information to members of the Education Policy Committee (EPC) and Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy.

Topic*	Graduate-Course Substitutions
Are you Proposing:*	<div>Activity Log</div> <div>Jeannine Perry</div> <div>Change academic policy or regulations .</div> <div><input type="checkbox"/> New academic policy or regulations .</div> <div><input checked="" type="checkbox"/> Change academic policy or regulations .</div> <div><input type="checkbox"/> Delete academic policy or regulations</div>

Visit our current catalog [here](#) and paste the policy you're proposing to change or delete below. Then edit it to show the changes. If you are proposing a new policy, enter the text below.

Policy*	<p>A maximum of two courses can be considered for substitution. NOTE: Another course may not be substituted for a course that a student has failed that is required in his/her program.</p> <p>The student should discuss substitutions with the advisor and submit in writing the reason(s) why the substitution is necessary. The advisor will then complete the Graduate Substitution Form and forward it, along with the written request, to the program director. If After approval from the graduate program director concurs with the advisor's recommendation, he/she will sign the Substitution Form and forward copies to the Office of the Registrar, the College of Graduate and Professional Studies, will inform the student Registrar, advisor, and student of the student's advisor approved substitution.</p>
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Hierarchy Owner*	Activity Log
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<div>Jeannine Perry</div> <div>Longwood University</div>
<div>Longwood University</div>
<div>Longwood University</div>

BACKGROUND

<div>Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal*</div>	<div>With the implementation of online forms the policy needed to be streamlined and revised to be more clear.</div>
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SUMMARY

<div>Provide a brief list or statement describing the content of the new policy or the proposed changes or deletions to an existing policy*</div>	<div>Removed steps that are now in the form instructions from the policy, updated form title, clarified process. The policy itself did not change.</div>
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RATIONALE

<div>Provide a brief statement as to why the new policy, the proposed changes, or the deletion is needed*</div>	<div>With the steps of the process now embedded in the electronic form, the policy could be clarified and simplified. Responsibility for approval and distribution did not change.</div>
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