A. Purpose

To provide procedures for the substitution of one course for a different required course in the student's program of study.

B. Responsibility

1. The student is responsible for requesting his/her department chair for consideration of substituting a completed course for one not completed in their program of study.

2. The divisional dean is responsible for approving the course substitution.

3. The Office of Student Registration and Records is responsible for maintaining the forms in the student's permanent record.

C. Procedures

1. The student requests credit for a course required in his/her program of study based upon successful completion of a substitute course. The course could be taken at Gaston College or another institution.

2. The divisional dean or designee approves or denies the request for substitution.