GENERAL STATEMENT
The purpose of this policy is to define Broward College’s (the College) position of allowing specific course substitutions. As a part of the statewide course numbering system, the College works to facilitate student acceleration and the transfer of students and credits between public school districts, public postsecondary educational institutions, and participating nonpublic educational institutions per §1007.24 F.S.

THE POLICY and THE STUDENT
A student may petition to substitute or waive a specific course or sequence of courses. The student must submit all required documentation to support their petition, including validation of foreign credentials by a member of National Association of Credential Evaluation Services (NACES).

A request for course substitution may be considered for the following reasons:

1. Upon determination of equivalency between a course or courses taken at another accredited institution and/or program and a Broward College course, or courses;
2. Upon determination that the substitution of a course, or courses, in a sequence normally required by any degree or certificate program that may benefit the student given his/her academic or career goals, and would not alter the fundamental nature of the program of study;
3. To enable a student to repeat a course to improve a grade for which no identical number and/or title exists in the College course dictionary.

In cases where a request is made to substitute a technical course for an elective course to fulfill the requirements for the Associate in Arts or Associate in Science degree, the student will be required to sign Section II of the Course Substitution and Waiver Form indicating that he/she fully realizes that some colleges and universities will not accept technical courses as transfer credit toward fulfillment of the requirements of a baccalaureate degree program.

A petition for a course waiver in any area of General Education that is part of the Associate of Arts degree requirements must be recommended by the appropriate Associate Dean and approved by both the campus Dean of Academic Affairs/Center Administrator and the College Provost/Senior Vice President for Academics and Student Success.

THE POLICY and THE FACULTY AND STAFF
Any faculty/staff receiving a student petition for a course substitution must send the petition to the Counseling/Advisement Office to initiate the review process with the appropriate discipline Associate Deans for an academic program at the Associate or Bachelor degree level.

IMPLEMENTATION and OVERSIGHT
The President has the authority to establish procedures to properly implement this policy. A petition for a course substitution must be initiated through the Counseling/Advisement Office. The office of the Associate
Vice President for Student Affairs/College Registrar is responsible for evaluating the transfer of credit from accredited institutions and/or programs. Under no circumstances will the college accept credit from institutions and/or programs that are not regionally and/or nationally accredited.

**Appeals:** If a substitution request is denied by the Associate Dean, the student may appeal to the campus Academic Dean. If the substitution request is denied by the campus Academic Dean, the student may appeal to the College Provost/Senior Vice President for Academics and Student Success. The decision of the College Provost/Senior Vice President for Academics and Student Success is final.

**VIOLATION OF POLICY**
All violations of this policy are to be referred to the College Provost/Senior Vice President for Academics and Student Success.

Violations of this policy may result in disciplinary action up to and including termination.

- For non-represented employees, action will be taken pursuant to the terms and conditions of the relevant employment contract, if applicable.
- For full-time Faculty, refer to the Collective Bargaining Agreement between The Board of Trustees of Broward College and United Faculty of Florida, Broward College Chapter.

**DEFINITIONS**

- **Course Substitution** – A course that is approved to replace another course requirement in fulfilling a program of study.
- **Course Waiver** - Intentional relinquishment of a course

**History:** Revised as Policy 4.02 (Waiver of Specific Courses) on September 21, 1982; revised December 16, 1986; revised April 19, 1995; revised and re-numbered April 16, 1997; revised February 26, 2013; revised February 26, 2013