

# POLICY AND PROCEDURE

---

TITLE:	Internal Course Substitutions
--------	-------------------------------

## **POLICY STATEMENT:**

Internal substitutions are created when extenuating circumstances require one Goodwin course to be used in place of another Goodwin course to satisfy a requirement in a student's chosen program of study. Internal substitutions are created for individual students on a singular basis and should not be set as precedents for the award of credit for other students.

## **PROCEDURE DETAILS:**

Upon assessment of an individual student's coursework, a Program Director or Dean may determine that a substitution of one Goodwin course for another is appropriate. Extenuating circumstances may include, but are not limited to:

- Current offerings in the course schedules do not allow a student to take a required course, thereby preventing completion of the program in accordance with the student's anticipated date of graduation.
- Change in course code (where the student took the course under the old code, but the student's current program lists the new course code)

**EXCLUSIONS:**

N/A

**OFFICES DIRECTLY AFFECTED BY THE POLICY:**

Program Director or Dean of the program in question

Registrar

**HISTORY:**

Created 4/8/2014, Reviewed 2/4/2015, February 2016, 2017, 2018, 2019. Updated with new logo / university January 2020.

<b>EFFECTIVE DATE:</b>	7/2/2014
<b>RESPONSIBLE OFFICE (ONLY ONE):</b>	Registrar
<b>REVIEW DATE:</b>	Annually

**APPENDIX:**

N/A