**Course Equivalency, Substitution and Waiver Definitions**

**Course Equivalency** – a course taken at a previous institution that has been deemed to have comparable/equal content to an Athens State University course. The need to determine an equivalency could also include a course taken outside of the state of Alabama to be used as a general education requirement (Area I-V course). An equivalent course decision may be made *only* by the related academic unit which includes the advisor and department chair and the college dean, but will require signatures of all college deans. Once equivalencies are determined and documented by the related academic unit, the respective equivalent courses will be consistently applied to ALL students in that program of study. Copies of the approved equivalency will be sent to all college deans by the Office of the Provost.

**Course Substitution** – any program course requirement, as approved through the curriculum process and listed in the catalog that is replaced/substituted by another course.  Each course substitution is student-specific and defined with that student in mind. All course substitutions must ensure the maintenance of academic program integrity and should be in the same area as the required course or in a closely related field.  Course substitution decisions are made *only* by the advisor, department chair and college dean of the related academic unit. If the course substitution is in a discipline other than requesting department, the department chair and college dean must approve the substitution (e.g. Management major requesting course substitution in biology – must be determined by department chair for biology and the COAS college dean).

**Waiver of Academic Requirements**– An exception made for any program or University requirement as listed in the appropriate Athens State University catalog.  All waivers must ensure the maintenance of academic program integrity.  Waiver decisions are made *only* by the advisor, department chair and college dean of the related academic unit.

**ALL CURRICULUM ADJUSTMENT REQUESTS MUST GO TO THE PROVOST/VICE PRESIDENT FOR ACADEMIC AFFAIRS FOR FINAL APPROVAL AND TO ENSURE NOTIFICATION TO COLLEGE DEANS AND TO THE REGISTRAR.**

**THE REGISTRAR WILL PROCESS ALL APPROVALS.**

Student Name (last, first, middle): Click here to enter text. Student ID: Click here to enter text.

ASU E-mail: Click here to enter text.

Major: Click here to enter text. Catalog of Record: Click here to enter text.

If substitution or waiver is for the minor, list it here: Click here to enter text.

**CHOOSE THE APPROPRIATE REQUEST:** Choose an item.

\*\*For waivers, complete part A \*\* For substitutions or equivalencies, complete part B.

**IMPORTANT NOTE BELOW**

**Course substitution** is defined as a 1-time substitution for 1 student

**Course equivalency** is defined as a certain course from a specific institution that is a direct equivalent to an Athens State University Course. The equivalency will be applied to all students in the program.

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| **A. WAIVER REQUEST (be specific):** | Click here to enter text. |
| **Justification for waiver:** | |
| Click here to enter text. | |

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| **B. CHECK APPROPRIATE BOX:** | | | | | | | |
| **Course Substitution (1-time substitution for 1 student)** | | | | **Course Equivalency (for all students in the program)** | | | |
| **Requirement (Gen. Ed. or ASU Course)** | | | **Substituted Course or Equivalent Course** | | | | |
| **Prefix** | **Course Title** | **Sem. Hrs.** | **Prefix** | | **Course Title** | **Institution**  **where taken** | **Sem. Hrs.** |
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| **JUSTIFICATION/EXPLANATION: Click here to enter text.**    **For students seeking certification through the College of Education, please include in the JUSTIFICATION/**  **EXPLANATION how Alabama State Department of Education Standards are met if applicable.** | | | | | | | |
| ***If the course substitution/equivalency is outside the requesting advisor’s college, the appropriate department chair and dean must sign below:***  **Dept. Chair:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ College Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |

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| **C: APPROVALS** | | | |
| **Advisor** |  | **Date** | Click here to enter a date. |
| **Dept. Chair** |  | **Date** | Click here to enter a date. |
| **College Dean** |  | **Date** | Click here to enter a date. |
| **Provost** |  | **Date** | Click here to enter a date. |
| ***NOTE: COURSE EQUIVALENCIES WILL REQUIRE THE SIGNED APROVAL OF EACH COLLEGE DEAN.*** | | | |
| **College Dean** |  | **Date** | Click here to enter a date. |
| **College Dean** |  | **Date** | Click here to enter a date. |

**THIS FORM WILL BE SUBMITTED TO THE REGISTRAR BY THE OFFICE OF THE PROVOST/VICE PRESIDENT**

**FOR ACADEMIC AFFAIRS. APPROVALS WILL BE PROCESSED BY THE REGISTRAR.**

**COPIES WILL BE SENT TO THE APPROPRIATE ADVISOR AND COLLEGE DEAN**

**FOR REGISTRAR’S USE ONLY:** Click here to enter a date. **Date processed** Click here to enter a date.