



California University of Pennsylvania

Graduate School POLICY: Course Substitutions

A. Purpose & Scope

To describe the process for graduate students to request consideration for possible course substitutions

B. Definition(s)

Equivalent - the condition of being equal or corresponding with another in value, worth, function, etc.

C. Policy

Graduate students may submit course substitution requests when they desire to substitute one course for another when a clear equivalency, or near equivalency, exists between the two courses.

The graduate student must submit to the coordinator of their graduate program the course substitution request on the required form along with the documentation that verifies that the proposed substitute course is equivalent, or nearly equivalent, to the course for which the substitution is being requested. The Graduate Program Coordinator reviews the request. When the course to be substituted is in an academic discipline that is different from the Coordinator's, the Coordinator will conduct the review with the Graduate Program Coordinator associated with the second discipline.

If equivalency or near equivalency is verified by the student's Coordinator or both Coordinators, as appropriate, the student's Coordinator submits a recommendation to the Dean of the School of Graduate Studies & Research with the documentation for a decision. The Dean makes the final decision to approve or deny the course substitution request.

For substitute courses completed at California University of Pennsylvania, the grade earned will be reflected on the graduate student's transcript. For substitute courses completed at other universities, the Graduate Policy on Transfer Credits applies.

No more than 30% of the courses in a graduate program may be substituted.

Before seeking a course substitution, students must contact their program Coordinator to ensure the program policies related to course substitutions are followed. (Some graduate programs have policies that impose limitations on course substitutions. Also, some graduate programs may have agreements or arrangements that exceed the limitations in this policy.)

D. Procedure(s)

1. After contacting their Graduate Program Coordinator to ensure that the program policies related to course substitutions will be followed, the graduate student completes the required course substitution form, gathers the required documentation, and submits the request to the Graduate Program Coordinator. The Coordinator conducts the review to determine equivalency or near equivalency and makes a recommendation to the Dean. [Click here for form](#)

3. If the course resides in a second academic discipline, the Coordinator reviews with the Coordinator most closely associated with the second discipline to determine the equivalency or near equivalency.
4. The Coordinator, or both Coordinators, if appropriate, makes a recommendation to the Dean.
5. The Dean reviews the request and decides to approve or deny and communicates the decision to the student, the Graduate Program Coordinator(s), and to Graduate Admissions if the request is approved.
6. For approved requests, Graduate Admissions updates the student's academic record to reflect the approved course substitution.
7. If the substitute course was or will be completed at California University of Pennsylvania, the grade earned will be reflected on the transcript. If the substitute course was or will be completed at another university, the Graduate Policy on Transfer Credits will apply.

E. Effective date: November 13, 2014

Updated date: March 6, 2018

Amended Date: April 9, 2018