

## Course Substitution/Waiver Policy

Three classifications of course substitutions may be approved: 1) external substitutions from outside the state transfer matrix system, 2) external substitutions from within the state matrix system, and 3) internal substitutions between departments/divisions at Northwestern. Substitutions from within the state matrix system should be approved automatically, requiring no action on the part of the student or the advisor. Students may also request a waiver of a required course based on either non-university or other-university work completed. To apply for an external substitution from outside the state transfer matrix system, an internal substitution between departments at Northwestern, or a waiver of a course, the applicant should complete all steps listed below.

1. For each course for which a substitution/waiver is being requested complete a separate course substitution/waiver form is required. The student should complete the form with the assistance of the advisor if necessary. Forms can be found at the Northwestern web site [www.nwosu.edu](http://www.nwosu.edu) on the Course Schedule page or on the School of Professional Studies web page under Resources for Faculty and Staff.
2. For course substitutions the student should provide a **course syllabus** and a **course description from the catalog** of the institution at which the course being used for the substitution was originally taken. For course waivers the student should provide verification of the work completed (e.g., Red Cross card showing completion of first aid training in order to waive HED 2211 Injuries and First Aid requirement). For both substitutions and waivers, a copy of the student's transcript and official Northwestern check sheet should also be included. **Note:** Courses taken at Northwestern do not require a course syllabus unless requested.
3. The student's faculty advisor should review the syllabus and course description to determine if the substitution is justified. **Note:** Similarities in course titles do not ensure similar content or necessarily mean that one course will substitute for another. To be justified as a substitution the course should have similar content and required skills throughout the entire course. The advisor should not approve courses outside of his/her teaching area unless the Chair of the appropriate Department/Division reviews the syllabus to determine similar content.
4. The student's advisor will forward the request form to the Director of Teacher Education if the student is in Teacher Education. For all other majors the form should be forwarded to the advisor's Department/Division Chair for review.
5. The Department/Division Chair and/or the Director of Teacher Education review the request to determine if the course or work is a legitimate substitution/waiver and forward the request to the Dean of Faculty with his/her recommendation.
6. The Dean of Faculty reviews request to determine if the course or work is a legitimate substitution/waiver and forwards the request to the Chief Academic Officer.
7. The Chief Academic Officer may approve, deny, or return the request to the Dean of Faculty for clarification. The Chief Academic Officer will forward the substitution to the Registry Office.
8. The Registrar will notify the student by letter of the approval or denial. If approved, the Registry Office will post the substitution and send the updated check sheet to the student.