

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 at Northwestern. Students may also request a waiver of a required course based on either other university or non-university work completed. To apply for an external substitution from outside the state transfer matrix system, or an internal substitution between departments at NWOSU, or a waiver of course the applicant should complete all steps listed below. Substitutions from within the state matrix system should be approved automatically, requiring no application.

If a student wishes to seek a course substitution or waiver the following steps should be taken.

1. Complete course substitution/waiver form. Request submitted after August 22, 2005 must be on the proper form and include the appropriate support material or the request will be returned to the applicant.
2. For course substitutions the student should provide **course syllabus and university catalog** from the institution in which the course being used for the substitution was originally taken for credit. 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 transcript, and official NWOSU check sheet should also be included. **Note: Courses taken at NWOSU do not require a course syllabus unless requested.**
3. Faculty advisor should review syllabus to determine if the course is justified.

Note: Similarities in course titles do not justify similar content or necessarily mean the courses have similar content. 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 the advisor's teaching area unless the Chair of the appropriate Department/Division reviews the syllabus to determine similar content.

4. Faculty Advisor completes substitution/waiver form and forwards to the Department/Division Chair for review.
5. Department/Division Chair reviews request to determine if the course or work is a legitimate substitution/waiver and either forwards the request to the appropriate Academic Dean for review or denies the request.
6. The Academic Dean may approve or deny the request for a substitution or waiver. In most situations a request dies at the point of refusal. However, a student may appeal to the Academic Dean if a request is denied by a department/division chair. Note: Academic Deans may recommend a course substitution/waiver in accordance with the University Catalog.
7. If a course substitution/waiver request is approved or recommended by an Academic Dean the request is forwarded to the Vice President for Academic Affairs.
8. The Vice President for Academic Affairs may approve the request, deny the request, or return the request to the Academic Dean for clarification. The VP will send an approved request to the Registry Office.