

**VIRGINIA WESTERN COMMUNITY COLLEGE**  
**I – ACADEMIC & STUDENT AFFAIRS POLICIES**  
**I-28 – COURSE SUBSTITUTIONS**

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**Policy Number: I-28**

**Last Reviewed: March 18, 2014**

**Responsible Dept.: VICE PRESIDENT OF ACADEMIC AND STUDENT AFFAIRS**

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**Course Substitutions**

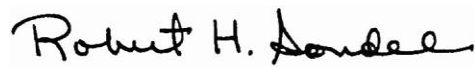
A course substitution is a course that takes the place of a required course in a curriculum. Course substitutions must meet content and/or spirit of the curriculum requirement. Course substitution requests must be submitted through a completed *Petition for Course Substitution*. This petition must include a justification as to how the requested substitution meets the content and the spirit of the requirement. The *Petition for Course Substitution* must be reviewed by the academic dean responsible for the student's program of study.

Students are limited to a maximum of three (3) course substitutions for each program of study in which they are enrolled, with the exception of quarter credit conversions and other limited exceptions. Substitutions may not be made across unrelated academic disciplines.

Students must have completed, be currently enrolled in, or have transferred credit to Virginia Western for the requested course to be approved as a substitution.

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**Approved by**



Robert H. Sandel, Ed.D.  
President

Date: 3/28/2014

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