Educational Advisory Council Recommendation

Subject:
Revised Transfer Degree Policy – APS Handbook – A110 – Degree and Certificate Substitution Standards

Relevant EAC Standing committee:

☐ Academic Policies & Standards Committee (APS)  ☐ Curriculum Committee (CC)
☒ Degrees and Certificates Committee (DAC)  ☐ Membership Committee (MC)
☐ Student Development Committee (SDC)

Brief summary of recommendation: On 5/24/2016, The EAC Voted to Recommend Approval

The Registrar requested a revision to include language that will strengthen and clarify overall substitution standards and clarifies the 30% coursework substitution rules.

Statements from this Policy now read:

Petitions for substituted coursework in the AS, ASOT, AAOT, and AGS degrees are only approved in cases of documented disability. Students must follow the established process to petition for a substitution within one of these degrees.

Substitution of coursework in the major field for AAS degrees and CTE certificates requires approval by the chair of the department from which the student is earning the degree/certificate or program advisor, if so designated by the chair. Substituted courses must be consistent with degree outcomes. A rationale for the appropriateness of the substitution is required with the approval.

Substituted coursework cannot exceed 30% of the student's major-specific coursework, including electives. General Education, foundational competency requirements, and related instruction courses cannot be substituted with alternate coursework, except in cases of documented disability.

Signatures below represent the support and/or approval of this recommendation; the signature of a committee chair represents the support of the respective committee.

Chair of relevant EAC standing committee
Date

Educational Advisory Council Chair
Date

Vice President for Academic and Student Affairs
Date

Portland Community College President
Date
Portland Community College

Degree and Certificate Substitution Standards

Students have the right to petition for the substitution of alternate coursework to meet degree and/or certificate requirements.

Petitions for substituted coursework in the AS, ASOT, AAOT, and AGS degrees are only approved in cases of documented disability. Students must follow the established process to petition for a substitution within one of these degrees.

No student can graduate with fewer than the required number of credits in a degree or certificate. Credit can be given for a substitution of additional coursework, but credit cannot be waived. Requests for substitutions of coursework in the ASOTBUS, AAOT, AS, and AGS degrees require approval by the Registrar in accordance with guidelines established by the Subject Area Committees (SACs).

Substitution of coursework in the major field requires approval by the chair of the department from which the student is earning the degree/certificate or program advisor, if so designated by the chair. Substituted courses must be consistent with degree outcomes. A rationale for the appropriateness of the substitution is required with the approval.

All substitutions must meet state guidelines for each degree or certificate as established by the state (CCWD) degree/certificate rules. The Registrar’s office provides institutional approval for substitution decisions based on accreditation standards, government regulations, and degree outcomes.

Substituted coursework cannot exceed 30% of the student’s major-specific coursework, including electives. General Education, foundational competency requirements, and related instruction courses cannot be substituted with alternate coursework, except in cases of documented disability.

Disagreements between the Registrar and the Faculty Department Chair may be appealed to a three-dean panel including the involved Division Dean, the Campus Dean of Instruction and a third dean of the administration’s choice.

Policy/Standard Name: Degree and Certificate Substitution Standards
Policy/Standard Identifier: A110
Authority:
Units responsible for review and update: Degrees and Certificates Committee
Approval: College President
Responsibility: Vice President for Academic and Student Affairs
Date of Final Approval: March 2011
Effective Date: March 2011
Prior Versions: No
Portland Community College
Degree and Certificate Substitution Standards

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Petitions for substituted coursework in the AS, ASOT, AAOT, and AGS degrees are only approved in cases of documented disability. Students must follow the established process to petition for a substitution within one of these degrees.

Substitution of coursework in the major field for AAS degrees and CTE certificates requires approval by the chair of the department from which the student is earning the degree/certificate or program advisor, if so designated by the chair. Substituted courses must be consistent with degree outcomes. A rationale for the appropriateness of the substitution is required with the approval.

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