



The American University of Kurdistan Policy of Course Substitution

Policy Number: AS015

Effective Date: June 15, 2021

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I. INTRODUCTION

- a. **Authority:** The Board of Trustees (herein referred to as “Board”) at The American University of Kurdistan (herein referred to as “AUK” or “University”) is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** This procedure designates those authorized to approve courses on a student's transcript as substitutes for those currently required per the student's study plan, and describes parameters for approval.
- c. **Scope:** This policy applies to AUK students, Admissions and Registration Department (ARD), Provost's Office, Deans/Heads of departments and academic advisors.

II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** Provost
- b. **Responsible Administrator:** Admissions and Registration Department
- c. **Responsible Office:** Office of Provost and Office of Registration
- d. **Policy Contact:** Provost's Office

III. DEFINITION

AUK recognizes that unusual circumstances occur and some students may find it difficult to satisfy specific course work requirements for degree completion. A course substitution request is made when a student desires to substitute one course for a required course when a clear relationship exists between the two courses. Course substitutions are made on a case by case basis with the intent that the integrity of the academic program will not be compromised.

IV. POLICY STATEMENT

All degree programs have published their course requirements for graduation for public access. Each student has to follow the Study Plan published at the time of their entry into AUK. Students should also avoid taking courses from outside his/her current class (Freshman, Sophomore, Junior, Senior) even if he/she meets the pre-requisite requirements of the desired course as this undermines the sequence of learning designed into the curriculum. Under certain circumstances, students may need to petition for a study plan in a later catalog and request a course substitution in order to maintain their progress to graduation. However, such requests shall only be granted under exceptional circumstances and not undermine the academic integrity of the student's study plan and learning outcomes.

V. POLICY PRINCIPLES

- a. A course substitution request must be approved by the appropriate academic advisor, Department Chair and Dean.
- b. Approval for the course substitution request is not guaranteed, nor does approval for an individual request infer that the same request will be approved for another student.
- c. All course substitutions will be reviewed by the Office of Registration to ensure alignment with degree requirements.
- d. It is recommended that students submit requests as soon as they are aware that a course substitution may be necessary and at least one semester prior to the time that the student is expected to enroll in the course(s) under consideration.
- e. A student may receive no more than three course substitutions in any one program, including General Education, as excessive substitutions undermine the integrity of the Program Educational Outcomes.
- f. Permission for a course substitution is an exception to be granted only in special cases.
- g. For minor degree specializations, no course substitutions are allowed.
- h. A course substitution may be allowed if a required course has not been offered in at least two consecutive semesters during the student's academic career at AUK, or if exceptional circumstances prevented the student from registering and completing that required course (e.g. illness).

POLICY – Course Substitution

- i. The following points need to be taken into consideration for a course substitution to be approved:
 - i. The substitute course covers material similar in content and fosters skill creation similarly to the required course.
 - ii. The substitute course is at the same level as, or at a more advanced level than the course for which it is being substituted.
- j. The following will not be considered appropriate justifications for requesting a course substitution:
 - i. A desire to complete the program of study quickly.
 - ii. Failure to enroll and complete a required course that is offered regularly.
 - iii. Dislike of a professor teaching a required course.
 - iv. Substitution for a required course which the student has failed previously.
 - v. A personal preference for a course outside the study plan.

VI. POLICY PROCEDURES

- a. Students will submit a course substitution request (using the course substitution form) to the appropriate advisor, then to the department chair, and finally to the Dean of the college for approval.
- b. Upon approval, the Dean of the college will forward the form to the ARD for review. The ARD will post the course substitution to the student's academic record.
- c. The Dean of the college will notify the student via the student's AUK email address as to the approval or disapproval of the course substitution in writing within a week's time (5 working days) following the receipt of the report from the ARD.
- d. The student is able to appeal the decision to the Provost.
- e. The Provost's decision is binding and final.

VII. POLICY HISTORY

- a. **Approved by:** Board of Trustees
- b. **Adopted:** June 14, 2021
- c. **Amended:** June 14, 2021

VIII. APPENDIX

- Course Substitution Form

**- Appendix
Course Substitution Form**

This form is used to request the substitution of specific course requirements of the major program with equivalent or higher level courses.

Student Name		Academic Year	
Student ID		Semester	
Major		College	

Required Course in Study Plan			Substitute Course			
Code	Title	Credit Hours	Code	Title	Credit Hours	Semester/Year

Reason (attach supporting document):

For Academic Advisor, Department Chair and Dean Use Only

Comments:	Comments:
<input type="checkbox"/> Recommend <input type="checkbox"/> Do not Recommend	<input type="checkbox"/> Recommend <input type="checkbox"/> Do not Recommend

Academic Advisor Name	Department Chair Name
Signature	Signature
Date	Date

Dean's Comments

Approved
 Denied

College Dean Name	Date
Signature	

ARD Use Only			
Verified and processed by		Date	
Signature			