
Policy on Provisional Course Substitutions

The University of North Carolina at Greensboro



(Approved March 4, 2011)

Purpose

This policy is intended to ensure the integrity of the undergraduate curriculum in those limited circumstances when course substitutions are permitted.

Scope

This policy is intended to address unusual and severe institutional or academic unit circumstances in which limited course availability prevents students from completing undergraduate degree requirements in a timely fashion.

A Provisional Course Substitution is time-limited and does not take the place of a permanent curriculum change that must be approved through the appropriate faculty committee(s).

Provisional Course Substitutions are not necessary in cases in which students satisfy a requirement through other existing, approved courses.

Policy

Authorization

Academic departments can authorize Provisional Course Substitutions following established procedures of the academic units. In doing so, departments shall take care to ensure that students who substitute courses have adequate opportunity to achieve academic program learning outcomes.

Notification

The Department or Program Head/Chair or his or her delegate (e.g., departmental secretary or Chair of the Departmental/Program Curriculum Committee) will send a memo to the University Registrar's Office, specifying course(s) to be substituted, with beginning and ending terms indicated.

Provisional Substitutions must have an end term in order to be put into effect. If no definite end term is indicated, University Registrar's Office will record one academic year from the start term. Departments are encouraged to go through the appropriate curriculum change process in order to implement a permanent change.

Implementation

The University Registrar's Office will update student records, as described in the Provisional Substitution. This Office will retain the Provisional Substitution Memo permanently.

Review

This policy will be reviewed by the Undergraduate Curriculum Committee on an annual basis.

Links to Related University Policies

[University Curriculum Guide](#)