



## Form 1: Presentation Checklist

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

COCC Contact Information: \_\_\_\_\_

Use the instructions for this document to complete your presentation checklist; then e-mail your completed presentation checklist (*not* the instructions) to the Academic Affairs chair by his or her specified deadline. **Please note:** If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as **N/A**. Use as many pages as necessary.

### PROPOSAL OVERVIEW

#### TYPE OF AGENDA ITEM

- ☐ Information Item (requires approval of AA Chair)
- ☐ Action Item
  - ☐ Information and committee feedback
  - ☐ Procedure—revision (Attach current procedure with proposed changes illustrated with track changes)
  - ☐ Procedure—new
    - Identify suggested location in *GPM*: \_\_\_\_\_
- ☐ Policy—revision (Attach current policy with proposed changes illustrated with track changes)
- ☐ Policy—new
  - Identify suggested location in *GPM*: \_\_\_\_\_
- ☐ New academic program (Complete only items #1 and #2 on this form and attach stage 2 document.)
- ☐ Other: \_\_\_\_\_

## **BUDGET**

## **INSTRUCTIONAL REQUIREMENTS**

## **OPERATIONAL NEEDS, CURRENT AND FUTURE**

## STUDENT IMPACT

## ANTICIPATED IMPLEMENTATION TIMELINE

# Course Substitution or Waiver

## PURPOSE

Allows a student to have a course substituted or waived for certificate or associate degree requirements.

## SUMMARY

Required courses for an associate degree or certificate of completion may be substituted or waived if the Program Director or Admissions and Records Office determines the learning outcomes and/or skill competency has been achieved through completion of a course with a different number, discipline indication or title, and the student has earned the number of credits necessary to satisfy the requirements for their degree.

## STANDARD

**Transfer (Associate of Arts Oregon Transfer, Associate of Arts Transfer, Associate of Science, Associate of Science Oregon Transfer, Associate of Science Transfer, Associate of General Studies)**

1. Approval for course substitution or waiver of a course(s) requires Admissions and Records Office approval. Consult with discipline lead instructors as needed and the receiving four-year institution if it is an Associate of Science degree.
2. When a required course is waived, the 90-credit total minimum credits for the degree is still required.
3. General Education courses typically cannot be waived but at times may be substituted with other college-level coursework that has been approved by Admissions and Records Office. Consult with discipline leads or faculty content experts as needed.

**CTE (Associate of Applied Science, Associate of Applied Science Option, Two-Year Certificate of Completion, One-Year Certificate of Completion, Career Pathway Certificate of Completion)**

1. Substitutions for related instruction courses require approval from Program Directors responsible for the program. Related instruction courses typically cannot be waived. If the substitution involves a class not on the catalog related instruction list, additional approval is required by the Department Chair and/or Admissions and Records Office.
2. When a required course is waived, the total minimum credits stated for the degree or certificate should still be met.
3. Substitutions and waivers for program specific core and elective courses require approval by the Program Director responsible for the program.
4. Prior to approval, Program Directors should consult with discipline lead instructors or faculty content experts as needed.