

## MEMORANDUM

TO: All Faculty

FROM: Dr. R. Ray D. Somera  
Vice President for Academic Affairs

SUBJECT: Course substitutions

DATE: August 21, 2014


This memo seeks to clarify what course substitution means, as several issues arising from this process have come to my attention. Our AY 2014-2015 Catalog states that “course substitution takes the place of a required course in a program, for as long as the course substitution meets the content and/or spirit of the requirement.” (p. 25)

This definition is founded on ACCJC Standard IIA2.h (Student Learning Programs and Services) which I am quoting below:

The institution awards credit based on student achievement of the course’s stated learning outcomes. Units of credit awarded are consistent with institutional policies that reflect generally accepted norms or equivalencies in higher education.

For departments with archived courses and are intending to do course substitutions, systematic and careful planning is necessary to ensure that scheduling, course re-institution (if need be), and other processes are considered.

Please be guided accordingly.



Dr. R. Ray D. Somera  
Vice President for Academic Affairs