

Academic Policies and Procedures: General

Course Substitutions and Waivers

Department chairs may, at their discretion, waive a required course or a required correlative course. The waiver becomes official when the department chair submits a “Waiver and Substitution” form to the Office of the Registrar.

- A course substitution allows a student to use an alternative course to meet a program requirement. Course substitutions are made in the context of the program requirements. Course substitutions must maintain the integrity of the program. Substituted courses must include substantially the same learning outcomes as the required course. Students who are granted substitutions must still earn the total credit hours required for their academic program.
- A course waiver allows students to graduate without completing a program requirement. Students who are granted waivers must still earn the total credit hours required for their academic program.
- Students must earn a minimum of 12-credits at the upper level, numbered 300 or higher, in their major in order to graduate from Albertus Magnus College.