Admissions & Academic Policy Committee
Proposal

Proposed Change: Create university policy for course substitution

Submitted: October 27, 2010
Submitted by: Carole Beere, chair of Catalog Committee

Rationale: NKU currently does not have a published policy on course substitutions. This policy reflects current university practice.

CURRENT POLICY: No current policy.

PROPOSED POLICY: Course Substitution

Requirements for specific majors and minors have been carefully established by the faculty of the relevant department, and they have been approved by the University’s Curriculum Committee. Thus, students are strongly urged to complete the requirements as listed in the catalog which they are following. There are, however, limited circumstances that justify deviating from the required list of courses, and the student may be allowed to substitute a different course in place of a required course. In those instances, a course substitution form must be completed by the student, signed by the faculty adviser and approved by the department chair, and submitted to the Office of the Registrar.

Implementation Recommendation: The course substitution form should be hyper-linked to form that may need to be created.

To go into effect in Fall 2011.
Admissions and Academic Policies Committee
Approval Documentation

Policy:
Update “Non-Traditional Credit” section of course catalog to reflect the DSST as a Credit by Examination, as follows:

DSST credit by examination program gives students the opportunity to receive college credit as a form of prior learning assessment. Recommended for credit by the American Council on Education (ACE), the following subject examinations equated below with specific courses offered at NKU are accepted by the University. NKU requires submission of an official score report.

<table>
<thead>
<tr>
<th>EXAMINATION</th>
<th>MINIMUM SCORE</th>
<th>SEMESTER HOURS</th>
<th>EQUIVALENT NKU COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Here’s to Your Health</td>
<td>50</td>
<td>3</td>
<td>BIO 125</td>
</tr>
</tbody>
</table>

Date of Committee Approval: October 27, 2010

Approvals:

Committee Chair
J. Patrick Moynahan
Date: 2/18/11

Vice President
Student Affairs
Zebulon Davenport
Date: 4/6/11

Provost
Gail Wells
Date: 4/8/11

Implementation Responsibility: Disability and Testing Services

Distribution: J. Patrick Moynahan
Gail Wells
Zeb Davenport
Michele Hall
Joel Robinson
Kim Schraffenberger
David Emery
Diane Williams
Academic Council
Department Chairs
Admissions and Academic Policies Committee
Approval Documentation

Policy (Attached): Course Substitution
Create university policy for course substitution.

Date of Committee Approval: October 27, 2010

Approvals:

Committee Chair
J. Patrick Moynahan
Date: 2/18/11

Vice President
Zebulun Davenport
Student Affairs
Date: 4/11/11

Provost
Gail Wells
Date: 4/18/11

Implementation Responsibility: Registrar

Distribution: J. Patrick Moynahan
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Academic Council
Department Chairs