
Subject: Course Substitutions and Waivers

1. Purpose	1
2. Policy	1
3. Responsibilities	1
4. Procedures	1
5. Definitions.....	2
6. References	2
7. Review Periodicity and Responsibility.....	2
8. Effective Date and Approval.....	2
9. Review and Revision History.....	2

1. Purpose

Students with prior formal learning and experiences and/or other reasons should be able to petition to substitute or waive courses in their academic program. These types of requests need to be formally reviewed while ensuring the academic integrity of the college's degrees and certificates.

2. Policy

TCC shall award course substitution credit and waive course credit as determined by procedures established by the Vice President for Academic Affairs and Chief Academic Officer. Credit is awarded or waived when it applies to the student's specified curriculum and does not apply to other curricula.

3. Responsibilities

The Vice President for Academic Affairs shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable policies and procedures of the Virginia Community College System. The Vice President for Information Systems shall be responsible for developing and maintaining technology applications in support of this policy.

4. Procedures

The Vice President for Academic Affairs, with the input from the Curriculum Committee, shall develop, review, and maintain procedures that shall be followed for any requested course substitutions and waivers. These procedures are included in the Curriculum Procedures Handbook.

5. Definitions

Substitution: A course completed at TCC or another regionally accredited college or university that meets the content and/or spirit of a required course in a student's program plan (or when petitions because of disability are approved). Courses approved as substitutions are reflected on the student's official transcript and appropriate academic credit is awarded.

Waiver: A course that does not need to be taken by the student because the course learning outcomes have been successfully attained through the student's demonstrated knowledge and/or skills. An approved waiver is not reflected on the student's official transcript and academic credit is not awarded, but the waiver is processed within SIS and appears on the student's academic advisement report. If sufficient replacement credits are not available, the student may be required to complete coursework to account for outstanding credit hours in the student's specified curriculum.

6. References

[TCC Curriculum Procedures Handbook](#)
[TCC Policy 2109 Credit for Prior Learning](#)

7. Review Periodicity and Responsibility

The Vice President for Academic Affairs and Chief Academic Officer shall review this policy annually on the anniversary of its approval and, if necessary, recommend revisions.

8. Effective Date and Approval

This policy is effective upon its approval by the College President on March 15, 2021.

Policy Approved:

Procedure Developed:

Dr. Marcia Conston
President

Dr. Michelle Woodhouse
Vice President for Academic Affairs
and Chief Academic Officer

9. Review and Revision History

This initial version of this policy was approved April 7, 2016 by President Edna V. Baehre-Kolovani, Ph.D.

- Revision 1 imposes a deadline for students who seek financial assistance for a course substitution, and aligns this policy with Policy 2212 Student Development Course (SDV) by including the dean of student services in the approval flow for student development courses that are not overseen by an academic dean (i.e., SDV 100 and SDV 108).

- . Approved October 27, 2016 by President Edna V. Baehre-Kolovani, Ph.D.
- Revision 2 clarifies the deadline for students submitting a course substitution. Approved June 29, 2017 by President Edna V. Baehre-Kolovani, Ph.D.
- Revision 3 clarifies that the student will be notified in addition to the process.
- Revision 4 removes academic “director”, updates the Executive Vice President’s title, specifies new location for accessing forms, and reflects revised title for Policy 2109.
- Revision 5 removes the procedures from the document, updates position titles and amends the purpose and policy statements.