



**Alcorn**  
State University

## Policy Directory

Responsible Division: Academic Affairs  
Responsible Office: Graduate Studies  
Issue/Revision Date: 3/2017, 10/2017

## **Policy Title: Substitutions**

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Policy: *The Graduate Studies policy on Substitution of Courses* contains the policies and regulations of the Alcorn State University Office of Graduate Studies. This policy has been established by the Graduate School and Graduate Council to ensure consistent standards across graduate academic units.

### Governance

The mission of the Graduate School is to promote excellence in graduate education at Alcorn State University. By rules of governance, the Graduate Council has the responsibility for approving all graduate curriculum policies at Alcorn State University. This oversight is based on the need for standards and criteria that are consistent across the institution to ensure the integrity of the Graduate Degree programs. The goal must be to ensure that the students have the skills and knowledge prescribed in the original program of study.

### **Course Substitution (Definition):**

- A course substitution allows a student to use an alternative course to meet a program requirement and must have similar objectives and content of the original course with an acceptable grade (A,B).

### **General Guidelines:**

- Course substitutions will be made in the context of program learning outcome requirements.
- Substitutions will only be made if the student's opportunity to achieve the program learning outcomes is not compromised.
- Program requirements for minimum course grades must be met. If no program grade requirements are specified (for example a Pass/fail), then the institutional grading policy will apply.
- Substitutions will only be granted using courses offered by the institution.
- Students should be prepared to submit supporting documentation such as course syllabi, course description, and transcript of coursework (especially if someone is attempting to transfer a course from another institution).
- ASU will not accept transfer courses from a non-accredited institution.

**Maximum substitutions allowed:**

- Combined transfer of credits and substitution hours cannot exceed nine (9) credit hours.
- Graduate students working on their first Master's Degree, three substitutions (maximum of 9 Graduate credit hours) should be the maximum allowed.
- Combined transfer and substitution hours cannot exceed nine (9).