



Approval Date: 11/01/12
Effective Date: 11/01/12
Last Revised: 2/12/20

ADMINISTRATIVE RULE

Rule Number/Name:	050.014.000 – Degree and Certificate Substitution Standards
Responsible Department:	Student Services
Authority:	Registrar

Overview

Students have the right to petition for the substitution of course work to meet degree and/or certificate requirements.

Applicability

Staff, Faculty, Students

Any future changes to this Administrative Rule must first be reviewed by the Academic Standards and Practices Committee.

Administrative Rule Statement

Students have the right to petition for the substitution of course work to meet degree and/or certificate requirements. No student can graduate with fewer than the required number of credits in a degree or certificate. Credit can be given for a substitution of additional course work, but the number of credits cannot be waived.

Requests for substitutions of course work in the Associate of Science Oregon Transfer (ASOT), Associate of Arts Oregon Transfer (AAOT), Associate of Science (AS) and Associate of General Studies (AGS) degrees require approvals by the Registrar in accordance with generally accepted practices.

Requests for substitution of course work in AAS degrees and certificates require approval by the department chair from which the student is earning the degree and/or certificate, consistent with degree outcomes.

All substitutions must meet state guidelines for each degree or certificate as established by the state (Department of Community Colleges and Workforce Development)



degree/certificate rules. The Registrar's office provides institutional approval for substitution decisions based on accreditation standards, government regulations and degree outcomes.

Disagreements between the Registrar and the Faculty Department Chair may be directed to the Vice President of Instructional and/or the Vice President of Student Services for resolution.

Definitions

None

Interpretation of Administrative Rule

Registrar

Cross Reference to Related Administrative Rules

1. [CGCC Administrative Rule 050.015.000 – Transfer of Credit](#)
2. [CGCC Administrative Rule 050.018.000 – Standards for Acceptance of Credit](#)

Further Information

Registrar
registrar@cgcc.edu
(541) 506-6011

Strategic Direction

KFA 1: Educational Programs and Services
KFA 2: Students

Appendix

1. Substitution form
3. [Department of Community Colleges and Workforce Development](#)