

COURSE SUBSTITUTION FOR MAJOR OR MINOR

Approved by: University Curriculum and Policies Committee | Office of the Registrar

History: Revised Fall 2023 | Fall 2025

Related Policies: General Major Requirements (<http://catalog.stkate.edu/policies/stu-acad/undg/major-req/>) | General Minor Requirements (<http://catalog.stkate.edu/policies/stu-acad/undg/minor-req/>) | Transfer of Credit (<http://catalog.stkate.edu/policies/stu-acad/undg/transfer-credit/>)

Related Forms, Procedures and References: Course Substitution Guide (<https://stkate.box.com/s/o9x1a0fps2usmb0yulm5gxswscb3l2hm/>) (for advisors & CHADs only)

For Questions Contact: Office of the Registrar | registrar@stkate.edu

Department chairs/division chairs/program directors are authorized to approve substitutions for courses required for a major or minor. Students who have already taken a course at St. Kate's or elsewhere (i.e., the course has already been transferred to the St. Kate's transcript) are encouraged to work with their advisor or department chair to determine if the course could be substituted for a required St. Kate's course. Advisors may initiate the petition process on behalf of their students in Degree Works. Department Chairs may also submit a Petition directly for a student if they so wish. Decisions at the department chair level are final.

Students may not petition course substitutions for liberal arts and science core courses.

Lower division courses cannot be used as substitutions for upper division course requirements.

The substitution process does **not** supersede the residency requirement for majors and minors.