

COURSE SUBSTITUTION FOR MAJOR OR MINOR

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

History: N/A

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 form (<https://www.stkate.edu/academics/academic-resources/registrar/forms/>)

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) may petition the department chair to consider whether the course (or a combination of courses) could be substituted for a required St. Kate's course(s). Students initiate the petition process by completing the online Course Substitution form, found on the Office of the Registrar Forms page (<https://www.stkate.edu/academics/academic-resources/registrar/forms/>). Decisions at the department chair level are final.

Course substitutions are petitionable for major and minor courses only.

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

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

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

Students are advised to review their online degree evaluation *prior to* submitting a request for substitution. If the degree evaluation indicates that a transfer course fulfills a requirement, it means that the course has already been evaluated as equivalent to the St. Kate's course. No petition is necessary in this case.