

## **Department of Landscape Architecture**

### **Department Policies**

DATE: December 10, 2010

SUBJECT: LA AOP 11.02 – COURSE SUBSTITUTION POLICY

#### **PURPOSE**

The purpose of this Landscape Architecture Academic Operating Policy and Procedure (LA AOP) is to define the procedure and responsibilities for course substitutions in the department's curricula.

#### **REVIEW**

This LA AOP will be reviewed every four years by the department's Curriculum committee, with recommendations for revision presented to the landscape architecture faculty.

#### **POLICY/PROCEDURE**

This policy's intent seeks to ensure that the learning objectives of the department's curricula are maintained, while allowing a process for course substitutions. A student or his/her advisor may request a completed or future course be substituted for a course in the student's curriculum. A student requesting a course substitution must submit written and/or graphic justification to the department's curriculum committee during the student-advising period. The student's advisor will present, in writing, the request to the department's curriculum committee for approval or denial. The curriculum committee may meet with the professor of record for the course and after review, the curriculum committee will respond, in writing, to the advisor and student regarding approval or denial of the course substitution request. If the course substitution request is approved, the student's advisor will submit a substitution request to the college's Academic Coordinator.