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Purpose

The purpose of this procedure is to establish guidelines for approval of course substitutions to meet graduation requirements.

A substitution request due to a student's hearing impairment, visual impairment, or specific learning disability is referenced in APM 10-0505 Substitution Courses and Considerations for Eligible Students with Disabilities.


Procedure

A. General Education Requirements

- Transfer courses which are not essentially the same as courses offered at the College are designated as electives and may only be substituted for Associate in Arts graduation requirements subject to the following criteria:
 - Area I (Communications) - Only an English Composition, Speech or Reading course may be substituted.
 - Area II (Mathematics) - Only a mathematics course at the level of college algebra or higher may be substituted.
 - Area III-A (Humanities) - Only integrated humanities courses may be substituted.
 - Area III-B (Humanities) - Any general humanities course may be substituted.
 - Area IV (Natural Science) - Any natural science course may be substituted.
 - Area V-A (Social Science) - Only social science courses which cover the U.S. Constitution may be substituted.
 - Area V-B (Social Science) - Any general social science course may be substituted.
 - Area VI (General Education Electives) - Any course which meets the criterion for a course in Areas 1-V may be substituted.
- Florida State College at Jacksonville (FSCJ) courses may not be substituted for specifically required courses in the General Education Areas of the Associate in Arts degree, the Associate in Science degree or a Baccalaureate degree unless approved by the appropriate Academic Dean.

B. Professional and Elective Courses - Associate in Science and Technical Certificate Programs

- Only courses that are on a Florida State College at Jacksonville academic record as contained in the files of the Office of the Registrar may be considered as possible substitute courses. This, therefore, excludes courses attempted at other institutions but not accepted for transfer by the Office of the Registrar. Exceptions for awarding credit for experiential learning, for courses from non-regionally accredited postsecondary institutions or for other alternative learning experiences must be approved by the Executive Dean for Baccalaureate Programs and Adult Completion.
- Professional core courses generally will not be approved for replacement by other courses. Substitutions will be necessary for inactivated courses. Students who do not wish to move to a


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more current catalog year may request substitution of courses from the professional core in the latest catalog or in the latest curriculum update which is in effect for that program of study. Requests for substitution of professional core courses for other reasons, such as lack of availability of the course, may be appealed to the appropriate Academic Dean. Any appeals for course substitutions must be accompanied by supporting documentation and a recommendation from a fulltime FSCJ faculty member credentialed in the field.

3. Professional electives are viewed as strong recommendations, and may be replaced with other appropriate courses as approved by the appropriate instructional dean.

C. Adult High School Completion Program

1. Transfer courses may be substituted subject to the following criteria:
 - a. Area I-A (English) - Only an English course which covers essentially the same subject matter as one of the FSCJ English courses, having concentration in composition and/or literature, may be substituted for one of the credits required in this area.
 - b. Area II-A (Natural Science) - Only science courses which cover essentially the same subject matter as one of the FSCJ courses, having concentration in laboratory science, may be substituted in this area.
 - c. Area II-B (Natural Science) - Only science courses which cover essentially the same subject matter as one of the FSCJ courses in this area may be substituted for the other credit required in this area.
 - d. Area III (Mathematics) - Only math courses which cover essentially the same subject matter as one of the FSCJ courses may be substituted in this area.
 - e. Area IV (Social Science) - Only social science courses which cover essentially the same subject matter as the following FSCJ courses may be substituted in this area: AHS 0401 American History, AHS 0402 American Government, AHS 0404 World History, and AHS 0405 Economics. Civics courses are not acceptable for substitution in this area.
 - f. Area V (Reading) - Only reading courses which contain the same subject matter as one of the FSCJ Reading courses may be substituted in this area.
 - g. Area VI (Life Management Skills) - Only health courses which meet one of the following rules may be substituted: (1) any health courses offered in the state of Florida in the ninth grade with at least .5 credit is accepted; (2) any other health courses with documentation stating that the subject matter is essentially the same as FSCJ course AHS 0601 Life Management Skills.
 - h. Area VII (Practical Arts/Vocational, Education/Exploratory, Vocational Education) - Only practical arts/performing arts courses which cover essentially the same subject matter as one of the FSCJ courses may be substituted in this area.
 - i. Area VIII (Electives) - Only elective courses which cover essentially the same subject matter as one of the FSCJ courses may be substituted in this area.
2. Only the appropriate Instructional Program Manager and Dean of Education may approve Adult High School Completion Program course substitutions.

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3. High School courses substituted must have the equivalent credit hour value or be in excess of that of the FSCJ Adult High School.
4. The Office of the Registrar will accept High School credits that meet a given academic area if those credits satisfy the former high school's area requirements.

REFERENCES: F.S. 1001.64, 1007.25, SBE Rule 6A-14.0261, 6A-14.0303

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