

Certificate in Leadership Studies

Course Substitution Guidelines - for Students

All course substitution proposals must include the following:

- Name of student, ID number, major(s), and hours completed
- Name of credit granting institution (if course is a transfer course)
- Name of professor teaching the course (if course is a transfer course)
- Number of credit hours requested (if course is a transfer course)
- A narrative explaining why the proposed course should be included in the plan of study. If the student is requesting the course as a substitute for an existing Leadership Certificate course, he/she must specify how the two courses are equal. If the student is requesting that a course be added as a new choice, he/she must identify how the change will improve the student's academic goals.
- A syllabus of the proposed course
- Any other material valuable to the Leadership Certificate Advisory Committee in making their decision

Any proposal that does not include the above requirements will not be reviewed.

Note:

- Certain programs and majors restrict registration in some of their courses to students who have been admitted to those programs or majors. Therefore a student proposing a course substitution must first make sure they can in fact register for that course.
- While not required, a letter of support from a faculty member would be helpful to the Advisory Committee in their deliberations. This letter should reflect that it is the faculty member's opinion that the proposed course be viewed as an appropriate substitution for another course and/or matches a student's academic goals.

Course proposals are due the last Friday in September and the last Friday in February. Course substitutions are reviewed by the Advisory Committee once each semester.

Submit proposals as attachments to Amanda McFadden, Pomerantz Career Center

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