

COURSE SUBSTITUTIONS POLICY: UNDERGRADUATE

Introduction

1. On occasion an exemption from or substitution for a course requirement may be applied to an individual student's Academic Plan.

General Principles

2. In consultation with their academic adviser, students may request that a required course in their degree programme structure be replaced by another University course using the case request available in the Student Portal or from Registry Services.
3. The request must be accompanied by a justification of how the intended learning outcomes of the course to be substituted have been achieved in the substituted course.
4. Requests for substitutions are evaluated and authorised by:
 - a. the Head of School/Department of the relevant School for substitutions in the major;
 - b. the Head of the School of the School of Applied Liberal Arts for substitutions in the Liberal Arts Core.
5. If a substitution is approved by the Head of School/Department, the credits and grade earned from the substituted course directly substitute for the credits and grade that would have been earned from the original course.
6. The replacement applies to degree programme requirements only. If the student has previously failed the required course in question, but a substitution is authorised to satisfy the requirement, the original failing grade is not removed from the calculation of the cumulative GPA and remains on the student record. In such cases, the student is being permitted to satisfy a degree programme requirement with a different course, NOT replace a failing grade in one course with a passing grade in a different course.
7. All courses undertaken at the University may be used to substitute for courses built into the Programme Specifications, provided academic justification can be established.
8. Credit for courses completed at other institutions is dealt with through the transfer credit evaluation procedures (see Transfer Credit Policy).

9. Experiential learning is not permitted for substitution.
10. Course substitutions must belong to the same area of study and be at the same FHEQ level, or higher. They may only be made where there is a clear academic relationship between the two courses.
11. Courses must be of equal credit value. A course of 3 US/12 UK credits may not substitute for a course of 4 US/16 UK credits, nor vice versa.
12. A course substitution will not exempt students from the need to meet specific prerequisites for other required courses in the major.
13. Requests for substitution should be made before the student enrolls in the course they wish to substitute, in case academic equivalence cannot be established.
14. The substituted course must be successfully completed for the substitution to be fulfilled.
15. Changing major or taking a break in study of more than two semesters may invalidate a substitution.
16. Substitutions are applied to students' Academic Plans by Registry Services on receipt of approval from the relevant Head of School/Department.

VERSION MANAGEMENT

Responsible Department: Registry Services			
Approving body: Academic Board			
Version no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	28 August 2018
002	Removed references to failing grades.	June 2021	June 2021
003	Job title updates	01 September 2022	01 September 2022
004	Removed header and hyperlinks	18 October 2022	18 October 2022
005	Updated request and authorisation process.	July 2025	01 Sept 2025
		Restricted access? <i>Tick as appropriate</i> ☐ Yes ☒ No	