

## Part 1: Course Substitutions & Course Waivers

### Current Language/Policy:

Hartnell College does not have a policy, only an outdated form that presents several challenges.

- No ADT substitutions
- No substitutions for Liberal Arts/General Studies
- No GE Substitutions

(Note—develop new form by Mar 22, 2024 , Mercedes to train counselors at the counseling meeting)

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<https://web.peralta.edu/trustees/files/2021/08/AP-4100-Graduation-Requirements-for-Degrees-and-Certificates-Final-Final.pdf>

[https://www.mtsac.edu/president/cabinet-notes/2021-22/01-jan/2\\_AP\\_4100\\_Grad\\_Requirements\\_for\\_Degrees\\_Certificates\\_Rev\\_102218.pdf](https://www.mtsac.edu/president/cabinet-notes/2021-22/01-jan/2_AP_4100_Grad_Requirements_for_Degrees_Certificates_Rev_102218.pdf)

### Proposed Language:

**Reference AP4051:** [https://acred.piercecollege.edu/2016-2023/2023ISER/Introduction/C-22\\_AP4051.pdf](https://acred.piercecollege.edu/2016-2023/2023ISER/Introduction/C-22_AP4051.pdf)

A course substitution is the process of receiving formal approval from an academic department to use one or more courses to satisfy specific course requirements in a major for an Associate Degree, Associate Degree for Transfer or certificate at Hartnell College.

Students are expected to complete all requirements for graduation in order to earn a degree and/or certificate from Hartnell College. Occasionally, a course substitution may be appropriate. This is different from credit by exam, or testing out of a class.

Such instances may include cases where the students:

1. are prevented from taking the course due to extenuating circumstances
  - a. Note: failure to enroll in a required course is not an extenuating circumstance
2. have identified another course whose goals and content align with the original course being substituted.

It is at the discretion of the Academic department faculty and Articulation Officer (or their designee) to review and accept course substitution requests. Students are encouraged to meet with a counselor to explore the possibility of a course substitution.

1. Note: Depending on the nature and complexity of the request, your counselor or designee may request additional background information (e.g., syllabi/catalog descriptions)
2. It is the student's responsibility to collect and provide all required documentation for request.
3. Incomplete or inaccurately-completed petition requests may result in processing delays or denial.

### Associate Degrees for Transfer

Course substitutions for major requirements for Associate Degrees for Transfer must be reviewed and approved by the college Articulation Officer, in consultation with discipline faculty as appropriate. When applying externally completed coursework towards Associate Degree for Transfer major requirements, Hartnell College Academic Senate Associate Degree for Transfer (ADT) Reciprocity Guidelines shall be used. Hartnell College Academic Senate shall from time to time review and revise, as needed, the ADT reciprocity guidelines.

### General Education

General Education and Graduation Competency

1. Substitution of coursework required to meet any general education requirements, including the CSUGE, IGETC and CalGETC Certificates of Achievement, is at the discretion of the counseling faculty or Articulation Officer.
  - a. Coursework taken at other institutions may be applied towards meeting CSUGE-Breadth and/or IGETC requirements.
  - b. Application of coursework taken at other institutions towards CSU GE-Breadth and/or IGETC is solely at the discretion of counseling faculty or the Articulation Officer, consistent with the requirements of CSU Executive Orders 1100 and the most recent IGETC Standards.
  - c. The use of upper-division coursework on the IGETC and CSU GE is governed by the University of California and California State University systems, per the most recent IGETC Standards and CSU Executive Order 1100.

## Liberal Arts & General Studies

Substitution of coursework required to meet any General Studies and/or Liberal Arts degree requirements is at the discretion of the counseling faculty or Articulation Officer.

### Local Associate Degrees

Students may use courses completed at other United States Regionally Accredited postsecondary institutions, including Hartnell College, to complete requirements for degrees, certificates, general education, and graduation competency through the college course substitution process. Course substitutions are made at the discretion of the faculty, and the following general principles shall be applied. *See Appendix A – Guidance for Determining US Regional Accreditation Status.* \* page 17 of catalog

1. Local Associate Degree Major and Certificate of Achievement Requirements Course substitutions and/or waivers of major/area of emphasis course requirements for local degrees and certificates, excluding IGETC and CSUGE certificates, are solely at the discretion of academic department faculty, or their designee (e.g. the college Articulation Officer).

**LACC:** <https://www.lacitycollege.edu/student-services/counseling/course-substitution>

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## Part 2: Course Substitutions and Waivers for students with a Verified Disability

### Current Language:

Hartnell College's [AP 5140](#) specifically notes provisions for both course substitutions and course waivers. This language will further clarify the process.

Examples at other colleges: [Antelope Valley AP 5140](#), [Peralta CCD AP 5140](#)

### Proposed Language:

#### Disability Course Substitution/Waiver

**A.** A student seeking accommodations in completing a course due to a documented disability shall request assistance from the appropriate DSPS counselor or LD specialist. The student may present to the DSPS counselor or LD specialist a previous assessment of her/his/their disability from an appropriate evaluator. (as determined by a Hartnell College disability specialist)

**B.** The DSPS counselor or LD Specialist will assess and document the extent of the disability (considering whatever evidence, if any, the student presents from prior assessments of her/his/their disability). Depending on the severity and educationally related functional limitations of the assessed disability, the specialist shall recommend appropriate accommodations, auxiliary aids, or alternative versions of the course in question. In extreme cases, the DSPS counselor or LD Specialist may also determine that given the magnitude of the student's disability the student should not have to attempt the course. Therefore, a course substitution or waiver petition should be considered. If the specialist concludes that the severity of the disability warrants a course substitution, or, in the most extreme cases, a course waiver, they may submit a petition to the chair of the Academic Affairs Council on behalf of the student. Or, if the student believes they are sufficiently disabled but the specialist does not, the student may submit a petition to the chair of the Academic Affairs Council directly.

**C.** This committee, entitled "The Academic Affairs Council Subcommittee for Special Academic Appeals," shall have the following constituency:

1. An instructional administrator from the concerned academic area
2. A contract instructor (preferably one who teaches the course in question) from the concerned academic area
3. The Hartnell College DSPS counselor and/or LD specialist involved in the case
4. If desired by the Chair of the Academic Council, additional DSPS counselors or LD specialists as needed (nonvoting)
5. If desired by the student, an advocate of the student's choice (nonvoting)
6. A representative from the Academic Council (preferably from the concerned academic area and nonvoting)

This committee shall hear cases brought by disabled students seeking course substitutions or waivers under these conditions:

1. The student, having made a good faith effort to complete the required course in question and having availed him/herself of the accommodations recommended by the specialist, has been unable to satisfactorily complete the course. If this is the condition, the committee must first decide if the student has made an earnest effort to complete the class.
2. The student and the appropriate Hartnell DSPS counselor or LD specialist agree that, due to the severity of the disability, even beginning the course with its accommodations is futile.
3. The student desires to appeal a Hartnell DSPS counselor or LD specialist's assessment that her/his disability is not sufficient to warrant a substitution or, in the most extreme cases, a waiver. If this is the circumstance, the first business of the committee will be to resolve the dispute.

**D.** If the committee decides that the student has made an earnest effort, or if the circumstance is “B” (as described above) the committee will determine if the course in question is essential to the student's individual course of study. If the committee decides the course in question is essential to the student's individual course of study, the substitution (or, in the most extreme cases, waiver) request shall be denied to protect the integrity of the program and to protect the student's best interest in pursuing that program. If the course in question is found to be peripheral to the student's plan of study, the committee will consider an appropriate course substitution. If no appropriate substitute course can be found, or, in the most extreme cases, if the committee concludes that a substitute course is inappropriate due to the severity of the disability, a waiver may be recommended to the subcommittee, again only if the course is found to be peripheral to the student's course of study. The committee's decisions will be determined by a simple majority vote.

**E.** The committee will forward its decisions in writing to the student and to the Academic Affairs Council within two weeks of receiving the original written petition. The approved course substitution/waiver petition will be submitted as part of the student's graduation evaluation file. If the student with a documented disability is dissatisfied with the committee's decision, they may appeal first to the Academic Affairs Council itself, then to the Hartnell Faculty Senate, to the Superintendent/President of Hartnell College, and finally to the District Governing Board. Barring unforeseen circumstances, the appeals timeline will be as follows:

1. Upon receiving an appeal, the Academic Affairs Council chair will ask the council to affirm or deny the appeal at its next meeting.
2. If the council rejects the appeal, the student may request the chair to forward it to the Faculty Senate president. The Faculty Senate will schedule a special meeting held on the same day of the week and at the same time as a regularly scheduled meeting (on the alternate week). This meeting shall be a single agenda meeting and will be held within one month of notification by the Academic Affairs Council chair during the current or next academic term. The final vote (without further discussion) shall be taken at the next Senate meeting to affirm or deny the student appeal.
3. If the Faculty Senate rejects the appeal, the student may ask the senate president to forward it to the Hartnell College president who will act on the appeal as promptly as possible.
4. If the president rejects the appeal, the student may ask that they forward it to the Hartnell College District Governing Board, who will act upon it as soon as possible.