



POLICY AND PROCEDURE

TITLE:	Internal Course Substitutions
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POLICY STATEMENT:

Internal substitutions are created when extenuating circumstances require one course to be used in place of another course to satisfy a requirement in a student's chosen program of study. Internal substitutions are created for individual students on a singular basis and should not be set as precedents for the award of credit for other students.

PROCEDURE DETAILS:

Upon assessment of an individual student's coursework, a Program Director or Dean may determine that a substitution of one Goodwin course for another is appropriate. Extenuating circumstances may include, but are not limited to:

- Current offerings in the course schedules do not allow a student to take a required course, thereby preventing completion of the program in accordance with the student's anticipated date of graduation. This would be restricted to the last two semesters before the anticipated date of graduation.
- Change in course code (where the student took the course under the old code, but the student's current program lists the new course code)
- Change in a student's major (where courses taken under one program of study are relevant to the new program of study)
- Assessment of a student's career goals (where an elective course may be more relevant than a core requirement)

The Goodwin course that is substituting another, if taken prior to the substitution, must have been successfully completed with a minimum grade of 'D-.' There is an Internal Course Substitution Form which must be completed, following proper procedures, in order to finalize and properly document the substitution.

The Registrar will review and approve the form. The course substitution will be noted on the student's degree audit and scanned to the student's record in Colleague.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

☒ UNIVERSITY CATALOG

☐ STAFF HANDBOOK

☐ FACULTY HANDBOOK

☐ STUDENT HANDBOOK

DEFINITIONS:

Internal Substitution – this is a substitution involving the use of one Goodwin course in place of another

EXCLUSIONS:

N/A

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Program Director or Dean of the program in question

Registrar

HISTORY:

Created April 2014

Reviewed February 2015, February 2016, 2017, 2018, 2019

Updated with new logo / University January 2020

Revised July 2025

EFFECTIVE DATE:	July 2, 2014
RESPONSIBLE OFFICE (ONLY ONE):	Registrar
REVIEW DATE:	Annually