

# Curriculum Courses Substitutions Procedure

## Curriculum Changes

Course substitutions may be approved to fulfill graduation requirements provided the substitution is appropriate to the student's program and a comparable course is offered. In all cases, course substitutions must be consistent with the program requirements outlined in the Curriculum Standards published by the North Carolina Community College System.

Only two (2) courses may be substituted in a certificate or diploma, and a maximum of three (3) courses may be substituted per degree program. The substituted course (if approved) must include substantially the same learning outcomes (at least two-thirds) as the required course and must be within the same discipline as the original course or fulfill similar course distribution requirements as defined by the curriculum standard. Students who are granted a substitution must still meet the required total credit hours for their program of study, the required minimum of twenty-five percent of the program of study completed at Isothermal Community College, and minimum course grade as defined in the program of study. However, in cases where courses have been discontinued, additional substitutions may be approved. All course substitutions must be approved by the appropriate instructional dean and the Records Office.

General education course and "other major hours" substitutions may be granted in excess of the three (3) course maximum for degree programs if those substitutions are aligned with the requirements of the NC curriculum standards and are at the same level or higher (i.e., 110-189 level courses for alternative 110-189, 210-289, etc. level courses) as the required course. Exceptions to the three-course maximum require approval if the appropriate instructional dean and approval from the Vice President for Academic and Student Affairs.

### **The process for requesting a course substitution is as follows:**

1. A student will consult with their respective faculty mentor, college navigator, faculty member, or program director to discuss whether a course substitution should be considered.
2. If, after consideration, a course substitution appears to meet the above-mentioned criteria, the program faculty lead, faculty chair, program director, or college navigator/faculty mentor will initiate a course substitution request, which will be sent to the academic dean of the appropriate department (if not their own) for approval. The request should include the student's name, ID number, program, year of entry into the program (catalog year), course to substitute, and a rationale for the request. Course substitutions should only be recommended after the course has been completed.
3. If the academic dean deems the substitution appropriate, the dean will approve the substitution and send it to the Records Office, copying the original program faculty lead, faculty chair, or program director, faculty mentor, and college navigator as appropriate.
4. To ensure the student has a clear path to graduation, course substitutions will be applied to the student's record upon approval. The Records Office will enter the substitution in the student's record and notify the student.

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