

SCHOOL OF BUSINESS AND PUBLIC ADMINISTRATION
POLICY AND PROCEDURE ON SUBSTITUTION OF COURSES COMPLETED AT
OTHER COLLEGES OR UNIVERSITIES

POLICY

Courses completed at other colleges and universities are carefully reviewed in regard to the appropriateness for the degree program and the rigor and integrity of the process the student is required to meet in completing the course. Therefore, applicants and matriculated CSUB students must meet the following requirements to substitute a course completed elsewhere for a course meeting a major or minor requirement (including an elective requirement) in a BPA major, minor or graduate program:

- Obtain advance approval from the appropriate department chair or designee to substitute a course;
- To be considered as a course substitution for a major requirement, an online course completed elsewhere must be offered by a college with a policy in place and enforced to insure the integrity of the testing processes, for example, proctoring, cameras, and randomization of questions and responses;
- No substitution will be considered that does not meet both of the above.

PROCEDURE

For matriculated students approval must be completed before the course to be substituted begins. For transfer and graduate applicants review is completed before admission.

- 1.The student will obtain the Petition for Exception Form from the BPAA advising Office or online.
- 2.The form will be reviewed by the appropriate department chair within 2 weeks;
- 3.The decision will be reported to the student in writing through the advisor, documented and filed.

Approved by BPA ARCC 9/16/2016