

Course Substitution Policy

Food Science and Nutrition
Department of Nutrition, Exercise, and Health Sciences
Central Washington University

- Students must complete the “Permit to Substitute for Required Course (Undergraduate) in Major Plan, Minor Plan or Professional Ed. Sequence” form. (Available at front desk)
- Guidelines
 - Credit total must be equal to or greater than the required course.
 - Two or more courses may be combined to substitute for a required course.
 - If you are substituting a course(s) with a different credit value, you may do so only if the substitution does not lower the major plan’s total credit.
 - The course level must be no lower than one course level below the required course (ie a 300-level course may substitute for a required 400-level course, but a 200-level course would not routinely be approved).
 - Course material must substantially overlap with those of the required course.
- It is the responsibility of the student to present evidence that a substitution be approved by providing the following information.
 - A complete “Permit to Substitute for Required Course (Undergraduate) in Major Plan, Minor Plan or Professional Ed. Sequence” form.
 - A copy of the course syllabus for the proposed course as well as one for the required course. The course syllabus should include the required textbook(s), an outline of the course, and student learning outcomes (objectives).
 - Any additional documentation that would support approval of the substitution (exams, papers, reports, etc).
- If the substitution is for a course the student is planning to take, the above information is still required. If approved, the “Permit to Substitute for Required Course (Undergraduate) in Major Plan, Minor Plan or Professional Ed. Sequence” form will be filed in the student’s department file and when the class is completed, it is the student’s responsibility to see that the form is forwarded to the Registrar’s Office.
- For student’s in the Dietetics Specialization who wish to petition to substitute for the DPD specific courses (ANTH 130, ECON 101, PSY 101), please see the DPD Director for her approval. Since these courses are not part of the degree program, no paperwork needs to be filed with the Registrar’s office.