

# MASSASOIT COMMUNITY COLLEGE

## Course Substitution Appeal Process

### STUDENT

When a student seeks a course substitution in their program, the student must complete the Course Substitution Appeal Form which can be found on the Student Appeals page on Massasoit's website. The student must fill out the form completely and sign before forwarding it to the Department Chair of the department in which the student's program of study is housed. Please note that only official Massasoit email addresses may be used throughout the entire process.

Below are instructions and a checklist to ensure that this process is completed in a timely manner. If any of the following information is missing, the Department Chair will return the form to the student and request that this information be provided before the appeal is considered.

Please ensure that you are submitting your completed form to your program's department chair. They are responsible for reviewing your form and forwarding it for additional signatures. If you submit this appeal to any other office, it may not be processed in a timely manner.

If you have questions or need assistance with this form, please reach out to your Division Administrative Assistant.

In the first section, the student must ensure that the following information is provided on the document:

- ☐ Name (Print)
- ☐ Date
- ☐ Name (Signature)
- ☐ Student ID
- ☐ Email Address
- ☐ Telephone Number

In the next section, the student must ensure that the following information is provided on the document:

- ☐ Required Course Number and Title
- ☐ Requested Substitution Course Number and Title
- ☐ Program of Study
- ☐ Start Date of Requested Course
- ☐ Explanation

## DEPARTMENT CHAIR AND DIVISION DEAN

The Department Chair is responsible for ensuring that the forms submitted by the student are filled out accurately, correctly, and completely. In evaluating the requested course substitution, the Department Chair must provide a reason for their decision and advise the student of any potential transfer requirements that may go unmet due to the substituted course. Once this is done, the Department Chair will then recommend or not recommend the appeal, after which they will forward the appeal to their Division Dean.

The Division Dean will then either recommend or not recommend the appeal and provide a reason for their decision. They will verify that the substituted course satisfies the same attributes and level of instruction required within the student's program and that all appropriate criteria has been met before forwarding the form to Academic Affairs for processing.

To ensure that this is completed as efficiently as possible, the recommendations of the Department Chair and Division Dean, should generally be made within 10 business days of receiving the appeal.

How the appeal then proceeds is determined by whichever of the following scenarios applies:

- **Scenario One:** If the Department Chair and Division Dean do not recommend the appeal, the appeal will be denied.
- **Scenario Two:** If the Department Chair and Division Dean recommend the appeal and the Division Dean verifies that it meets all appropriate criteria, the appeal will be approved.
- **Scenario Three:** If there is no consensus, the appeal will then be sent to the Vice President of Academic Affairs for final disposition.

After each scenario, appeals are forwarded to Academic Affairs for processing. Completed appeals are to be kept in Academic Affairs with copies sent to the Department Chair, Division Dean, and the Associate Registrar. The Associate Registrar will then notify the student, Division Dean, and Academic Affairs of the decision upon completion of the appeals process.