

ADMINISTRATIVE PROCEDURE MANUAL		
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6Hx7-10.10 Requirements for Graduation and Issuance of Degrees, Diplomas and Certificates		August 7, 2024



Purpose

The purpose of this procedure is to establish guidelines for approval of course substitutions to meet graduation requirements.


A substitution request due to a student’s hearing impairment, visual impairment, or specific learning disability is referenced in APM 10-0505 Substitution Courses and Considerations for Eligible Students with Disabilities.

Procedure

A. Course Substitutions for General Education Requirements are initiated by a student, evaluated by the appropriate instructional administrator, and, once approved, recorded by the College Registrar. The instructional administrator may consult with credentialed faculty if deemed necessary. Such course substitutions follow these guidelines.

1. Transfer courses which are not essentially the same as courses offered at the College are designated as electives and may only be substituted for liberal arts course requirements in any certificate or degree program, subject to the following criteria:
 - a. Area I (Communications) - Only an English Composition, Speech or Reading course may be substituted.
 - b. Area II (Mathematics) - Any college-level mathematics course at the level of college algebra or higher may be substituted.
 - c. Area III-A (Humanities) - Only humanities courses with multi-disciplinary focus and substantial writing to fulfill Gordon Rule expectations may be substituted.
 - d. Area III-B (Humanities) - Any general humanities course may be substituted.
 - e. Area IV (Natural Science) - Any natural science course may be substituted.
 - f. Area V-A (Social Science) - Only social science courses which cover the U.S. Constitution may be substituted.
 - g. Area V-B (Social Science) - Any general social science course may be substituted.
 - h. Area VI (General Education Electives) - Any course which meets the criterion for a course in Areas 1-V may be substituted.
2. Florida State College at Jacksonville (FSCJ) courses may not be substituted for specifically required courses in the General Education Areas of the Associate in Arts degree, the Associate in Science degree or a Baccalaureate degree unless approved by the appropriate Academic Dean.
3. Where a student lacks partial/fractional credit, any earned credits, to include transfer and elective credits, may be used to add to a general education area at the discretion of the Academic Dean.

B. Professional and Elective course substitutions for Baccalaureate, Associate in Science and College Credit Certificate programs are initiated by a student, evaluated by the appropriate instructional administrator in consultation with credentialed faculty, and, once approved, recorded by the College Registrar. Such course substitutions follow these guidelines.

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1. Only courses that are on a Florida State College at Jacksonville academic record as contained in the files of the Office of the Registrar may be considered as possible substitute courses. This, therefore, excludes courses attempted at other institutions but not accepted for transfer by the Office of the Registrar. Notwithstanding the prohibition against using non-transferable courses as course substitutes, students can pursue credit for prior experiential learning, including for experiential learning at non-regionally accredited postsecondary institutions, in accordance with the guidelines provided in APM 10-0603, Credit for Prior Learning.
2. Professional core courses generally will not be approved for replacement by other courses. Substitutions will be necessary for inactivated courses. Students who are pursuing a program under a prior catalog year may request that professional core courses in the latest catalog or in the latest curriculum update which is in effect for that program of study be substituted for core courses from their active catalog year. Requests for substitution of professional core courses for other reasons, such as lack of availability of the course, may be appealed to the appropriate Academic Dean. Any appeals for course substitutions must be accompanied by supporting documentation and a recommendation from a fulltime FSCJ faculty member credentialed in the field.
3. Professional electives are viewed as strong recommendations, and may be replaced with other appropriate courses as approved by the appropriate instructional dean.

C. Adult High School Completion Program

1. Transfer courses may be substituted subject to the following criteria:
 - a. Area 1-A (English) - Only an English course which covers essentially the same subject matter as one of the FSCJ English courses, having concentration in composition and/or literature, may be substituted for one of the credits required in this area.
 - b. Area II-A (Natural Science) - Only science courses which cover essentially the same subject matter as one of the FSCJ courses, having concentration in laboratory science, may be substituted in this area.
 - c. Area II-B (Natural Science) - Only science courses which cover essentially the same subject matter as one of the FSCJ courses in this area may be substituted for the other credit required in this area.
 - d. Area III (Mathematics) - Only math courses which cover essentially the same subject matter as one of the FSCJ courses may be substituted in this area.
 - e. Area IV (Social Science) - Only social science courses which cover essentially the same subject matter as the following FSCJ courses may be substituted in this area: AHS 0460/0461 American History, AHS 0469 American Government, AHS 0462/0463 World History, and AHS 0468 Economics. Civics courses are not acceptable for substitution in this area.
 - f. Area V (Reading) - Only reading courses which contain the same subject matter as one of the FSCJ Reading courses may be substituted in this area.
 - g. Area VI (Life Management Skills) - Only health courses which meet one of the following rules may be substituted: (1) any health courses offered in the state of Florida in the ninth grade with

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- at least .5 credit is accepted; (2) any other health courses with documentation stating that the subject matter is essentially the same as FSCJ course AHS 0270 Life Management Skills.
- h. Area VII (Practical Arts/Vocational, Education/Exploratory, Vocational Education) - Only practical arts/performing arts courses which cover essentially the same subject matter as one of the FSCJ courses may be substituted in this area.
 - i. Area VIII (Electives) - Only elective courses which cover essentially the same subject matter as one of the FSCJ courses may be substituted in this area.
2. Only the appropriate Instructional Program Manager and Director of Adult Education may approve Adult High School Completion Program course substitutions.
 3. High School courses substituted must have the equivalent credit hour value or be in excess of that of the FSCJ Adult High School.
 4. The Office of the Registrar will accept High School credits that meet a given academic area if those credits satisfy the former high school's area requirements.

REFERENCES: F.S. 1001.64, 1001.65, 1007.25, SBE Rule 6A-14.0303

Adopted Date: January 24, 1989

Revision Date: August 6, 1996, July 26, 2000, July 23, 2015, August 7, 2024