

## CT State Course Substitution Request Process

Students from a "legacy" academic program, who completed previously required program or general education courses that are no longer required in the aligned CT State program, should be granted substitutions to accommodate the previously required completed courses.

Attached is the ***CT State Course Substitution Form*** for use with the CT State degree programs. The current process for submitting this form is outlined in the steps listed below:

1. Once the top portion of the substitution form is filled out, it must be signed by the Campus Program Coordinator (PC) of the student's degree/certificate program.
2. After the PC signs the form, it should be forwarded to the Campus Department Chair (DC) of the student's degree/certificate program for signature.
3. If the course substitution is inter-disciplinary, a signature is also needed from the Campus Department Chair of the originally required course.
4. After the appropriate DCs sign the form, it should be forwarded to the Campus Dean of Faculty, Dean of Students & Faculty, or designee for final signature and approval.
5. After the Dean signs the form, it should be forwarded to the designated Degree Audit Technology Specialist for the campus (as shown below) to be processed.

Note: a copy of the signed form should also be sent back to the Campus PC for their records and a copy kept on file with the Office of the Campus Dean.

6. In the event of a denial of a CT State Course Substitution request, the student's Guided Pathways Advisor must be notified so they can follow up with the student. If a student wishes to submit an appeal of the decision, the process is detailed below.

Degree Audit Technology Specialist for each campus:

- Abdul Alsamraie: Gateway, Housatonic
- Joanne Faust: Manchester, Middlesex, and Northwestern
- Debbie Kidd: Norwalk, Tunxis
- Tanya Shultz: Asnuntuck, Naugatuck Valley
- Joy Thompson: Capital, Quinebaug Valley, and Three Rivers

## Appeals Process for CT State Course Substitution Decisions

The following is the ***Appeals Process for CT State Course Substitution Decisions*** for use with students transitioning from "legacy" campus programs into their comparable CT State program for Fall 2023:

1. An appeal of a CT State Course Substitution decision for a student transitioning from a "legacy" campus program into a comparable CT State program for Fall 2023 may be submitted by a student or a faculty member or guided pathways advisor on behalf of the student.
2. The appeal should be emailed to the Campus Dean of Faculty, Dean of Students & Faculty, or designee for consideration.
3. If the appeal is denied by the Campus Dean, a final level of appeal can be requested by emailing the CT State Academic Dean for the School that the student's CT State program falls under:
  - School of Arts & Humanities: B.L. Baker ([BBaker@commnet.edu](mailto:BBaker@commnet.edu))

- School of Business & Hospitality: Dr. Jimmy Adams ([JAdams@commnet.edu](mailto:JAdams@commnet.edu))
  - School of Engineering & Technology: Dr. H. Justin Moore ([HMoore@commnet.edu](mailto:HMoore@commnet.edu))
  - School of Nursing & Health Careers: Dr. Paula Dowd ([PDowd@commnet.edu](mailto:PDowd@commnet.edu))
  - School of Science & Mathematics: Dr. David DiMattio ([DDimattio@commnet.edu](mailto:DDimattio@commnet.edu))
  - School of Social & Behavioral Sciences: B.L. Baker ([BBaker@commnet.edu](mailto:BBaker@commnet.edu))
4. The appeal email should include the following information
    - Subject of email should be titled "Request for final appeal (student name/campus)"
    - Student's Name
    - Student's Banner ID
    - Student College Email, if known
    - Student's CT State Program
    - Student's "legacy" Campus Program
    - Campus where the CT State Course Substitution was denied
    - Name of student's Guided Pathways Advisor (if known)
    - Explanation of denied appeal
  5. The Campus Dean (and CT State Academic Dean, if applicable) will consider the appeal and email their decision to the following individuals:
    - Student's email (if known)
    - Degree Audit Technology Specialist for the student's campus
    - Student's Guided Pathways Advisor (if known)
    - Student's Campus Academic Dean (if the appeal is being considered by a CT State Academic Dean)