



OKLAHOMA CITY COMMUNITY COLLEGE

**TITLE: ADMINISTRATIVE PROCEDURE NO. 5011
COURSE SUBSTITUTIONS IN A DEGREE PLAN**

1.0 FOLLOW CURRICULUM PATTERN

1.1 Degree seeking students should follow the curriculum pattern for the major academic area they select as it is outlined in the Catalog.

2.0 COURSE SUBSTITUTIONS IN DEGREE PLAN REQUIREMENTS

2.1 In special cases, students may be permitted to modify their associate degree or certificate program by substituting a course of related subject matter for a required course.

2.2 Substitution for any required course in a degree plan requires approval by the student's assigned faculty advisor and division dean.

2.3 A Degree Advisement Worksheet indicating the course substitution must be signed by the faculty advisor and division dean and submitted to Graduation, Employment, and Transfer Services.

Effective: January 20, 1994

Revised: April 2, 2015