



UNIVERSITY OF
BRIDGEPORT

POLICY AND PROCEDURE

TITLE:	Internal Course Substitutions
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POLICY STATEMENT :

Internal substitutions are created when extenuating circumstances require one University of Bridgeport course to be used in place of another University of Bridgeport course to satisfy a requirement in a student's chosen program of study. Internal substitutions are created for individual students on a singular basis and should not be set as precedents for the award of credit for other students

PROCEDURE DETAILS:

Upon assessment of an individual student's coursework, a Program Director or Dean may determine that a substitution of one University of Bridgeport course for another is appropriate. Extenuating circumstances may include, but are not limited to:

- Current offerings in the course schedules do not allow a student to take a required course, thereby preventing completion of the program in accordance with the student's anticipated date of graduation.
- Change in course code (where the student took the course under the old code, but the student's current program lists the new course code)
- Change in a student's major (where courses taken under one program of study are relevant to the new program of study)
- Assessment of a student's career goals (where an elective course may be more relevant than a core requirement)

The University of Bridgeport course that is substituting another, if taken prior to the substitution, must have been successfully completed with a minimum grade of 'D-.' There is a Course Substitution Form which must be completed, following proper procedures, in order to finalize and properly document the substitution.

- Assessment of a student's career goals (where an elective course may be more relevant than a core requirement)

The form must be signed for approval by the student's Academic Advisor, Academic Program Chair, and Academic Dean. The Registrar will review the form. The course substitution will be noted on the student's degree audit and scanned to the student's record in Colleague.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

☒ UNIVERSITY CATALOG

☐ STAFF HANDBOOK

☐ FACULTY HANDBOOK

☐ STUDENT HANDBOOK

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Academic Colleges

Registrar's Office

HISTORY: Adopted Fall 2017 by Provost's Office, Reviewed April 2025

EFFECTIVE DATE:	Fall 2017
RESPONSIBLE OFFICE (ONLY ONE):	Academic Affairs
REVIEW DATE:	Annually

APPENDIX:

Appendix A: Course Substitution Form