

Substitution Request Submission Instructions

Substitution Types

Type	Applied To	DARS Coding	Approval
Blanket	all students in a specified population	Shows as an option for all students	COE Associate Dean
Recurring request	all students in a specified population	Shows only on the students it's applied to	COE Associate Dean
One specific student			
Alternate catalog year	one individual student	Shows only on the students it's applied to	COE Associate Dean
General education change	one individual student	Shows only on the students it's applied to	COE Associate Dean
Specific course, not part of a recurring request	one individual student	Shows only on the students it's applied to	COE Associate Dean
Specific course, part of a recurring request	one individual student	Shows only on the students it's applied to	None needed

Forms:

- Blanket Substitution: [University Blanket Substitution Request Form](#)
- Recurring and Individual Substitutions: [COE Substitution Request form](#)

COE Database:

[COE Substitution Database](#)

Training:

[Zoom Training – September 9, 2021](#)

Blanket Requests – Guidelines and Required Information

1. Guidelines:
 - a. Must be submitted through the [University Blanket Substitution Request Form](#)
 - b. A request must be submitted for each impacted set of degree requirements (i.e. checksheet)
 - c. A minimum of 30 students must be impacted by each request
 - d. No changes will be considered after a student has been conferred a degree based on the approved requirements
 - e. Courses eligible for use at the time of the degree requirements approval cannot be added later
2. Required Information
 - a. Major/Minor/Option impacted
 - b. Catalog Year Impact
 - c. Approximate number of students impacted
 - d. List of student ID#s of impacted students are required to test the impact of the request changes to the degree audit system
 - e. Potential impact on current term graduating students must be identified
 - f. Details of request
 - g. [Justification](#)
 - h. Academic Dean (Keith Thompson) and email (tkeith72@vt.edu)
 - i. Include Alicia Brown (aliciab@vt.edu) as another recipient of the communication.

Recurring Requests – Required Information

1. What student population will this recurring request apply to?
2. What course will be used as a substitute?
3. What course is currently listed in DARS?
4. Is this for an alternate catalog year?
5. [Justification](#)

One Specific Student (Alternate Catalog Year) – Required Information

1. Student ID Number
2. Student Initials
3. Student Major or Minor
4. Student Graduation Term
5. Student's Graduation Year
6. What is the current catalog year?
7. What is the requested alternate catalog year?
8. Why is this change being requested?

One Specific Student (General Education Change) – Required Information

1. Student ID Number
2. Student Initials
3. Student Major or Minor

4. Student Graduation Term
5. Student's Graduation Year
6. What is the requested change (i.e., CLE to Pathway or Pathway to CLE)?
7. Why is this change being requested?

One Specific Student (specific course, not part of a recurring request) – Required Information

1. Student's ID Number
2. Student's Initials
3. Student's Major or Minor
4. Student's Graduation Term
5. Student's Graduation Year
6. What course will be used as a substitute?
7. What course is currently listed in DARS?
8. [Justification](#)

One Specific Student (specific course, part of a recurring request) – Required Information

1. Student's ID Number
2. Student's Initials
3. Student's Major or Minor
4. Student's Graduation Term
5. Student's Graduation Year
6. Recurring Request ID

Justification Requirements

1. Is it for a required course or elective course?
 - j. Required course:
 - i. Provide an estimate (as a percentage) for how much the topics and outcomes of the substitute course align with the topics and outcomes for the normal course.
 - ii. Is the estimate stated above sufficient for the program's goals and outcomes?
 - iii. Are any critical topics or outcomes lacking from the substitute course? If so, how will this deficit be addressed?
 - k. Elective course:
 - i. Do the topics and outcomes of the substitute course support the goals of the program's elective options (providing application content, expanding in-depth study, providing breadth, etc.). Provide an explanation.
2. How will this substitution impact the Math and Science credits or Engineering Topics credits required for the degree?
 - a. They will either be increased or remain the same
 - b. They will be reduced, but not below levels required for ABET accreditation
 - c. They will be reduced below levels required for ABET accreditation and other adjustments will be required for this student's plan of study
 - d. Request does not impact these credits