



CMI

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
Uluga Campus
Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3394/3291/4931
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CMI POLICY NO. 381

Course Waiver and Substitution

Status: Approved
Effective Date: May 25, 2021
Approval Date: May 25, 2021
Steward: Board of Regents
Approval Authority: Board of Regents

Policy Statement

Course waivers and substitutions may be authorized only if the waiver or substitution does not interfere with achievement of learning outcomes. The overall number of credits, and for degree programs the number of general education credits, must not be reduced in the process of waiver or substitution. Academic standards and educational programs must not be fundamentally altered.

Reason for the Policy

Course waivers and substitutions may be appropriate for some students to ensure that they are able to have meaningful learning experiences while completing their programs. However, substitutions and waivers must be carefully reviewed and controlled to ensure the integrity of the programs.

Definitions

Course waiver: students who have otherwise demonstrated achievement of a course's student learning outcomes per the approved course outline may be granted a course waiver. Students granted a course waiver must complete an alternative program elective to ensure they meet the required total credits.

Course substitution: students who have completed a different course with student learning outcomes that are substantially the same as a required course per the approved course



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outlines, or a course with student learning outcomes at a higher level per the approved course outlines, may be allowed to substitute the completed course for the required course.

Learning outcomes: articulations of the knowledge or skills students acquire upon completion of an experience or course of study. For the purposes of this policy, learning outcomes refer to the student learning outcomes defined in approved course outlines and the program learning outcomes approved for each instructional program

Statements of Elaboration of Policy

Waiver or Substitution of Archived Courses

If in the process of revising a program, a required course is archived, either an appropriate substitution or waiver should be determined at the time of the revision, or the archived course must be offered for a reasonable period to allow enrolled students to complete their programs. This policy must not be used to allow students to select some requirements from the older program sheet and some from the updated version.

Disability Accommodations

Students with documented disabilities who have made a good faith effort to complete a course with appropriate learning and teaching accommodations, or for whom a course is clearly inappropriate given the nature of the disability, may be granted a course substitution. If there is no appropriate course available for substitution, a waiver may be granted so long as the waiver does not endanger the integrity of the program.

Course Waiver and Substitution Limit

No more than 10% of a given program's requirements may be fulfilled through course waivers or substitutions.

Records

Documentation of course waiver and substitution shall be kept in a student's file. Without documentation of a course waiver or substitution, no such waiver or substitution will be considered to exist.

Appeals

A student may appeal an unsuccessful request for course waiver or substitution through the Dean responsible for the program.



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Cross References to Related Policies

For credits awarded based on achievement of learning outcomes outside of traditional educational settings, see Recognition of Prior Learning.

Responsible Officer

The Vice President for Academic and Student Affairs oversees the implementation of this policy.

Key Offices to Contact Regarding the Policy and its Implementation

Initial application for course waiver or substitution should be made to the Dean responsible for the program. The Director of Admission and Records is responsible for maintaining records.

President's Signature

Dr. Irene Taafaki

Date