

Education Department Course Substitution Policy

OVERVIEW

The College of Saint Benedict and Saint John's University Education Department recognizes that students may complete coursework at other institutions that aligns with our program requirements. This policy outlines the process for requesting and obtaining approval for course substitutions within Education Department programs.

ELIGIBILITY REQUIREMENTS

To be eligible for course substitution consideration, students must have:

- Earned a grade of C or higher in the course they wish to substitute
- Completed the course at an accredited institution
- Documentation (syllabus) that demonstrates course alignment with department standards

APPROVAL TIMING

For courses completed prior to enrollment at CSB+SJU, students should submit substitution requests as early as possible to ensure timely degree planning and appropriate course registration.

For courses planned after enrollment, remember to seek pre-approval before taking the course at another institution.

SUBSTITUTION PROCESS

Step 1: Submit Documentation

Students must provide the Education Department Chair with:

- A copy of the syllabus for the course to be substituted. If the syllabus lacks detail, additional documentation may be required.

Step 2: Content Review

The Department Chair will:

- Review the syllabus personally OR
- Forward the syllabus to the appropriate content area expert within the CSB + SJU community

The review will assess alignment between the substitute course and the licensing standards taught and assessed in the CSB + SJU course. To qualify for substitution, the course must address at least 80% of the licensing standards covered in the CSB + SJU course.

Special Note about Advanced Placement (AP) Examinations

Students seeking to substitute an AP exam for a program requirement must:

- Have achieved a score that [meets CSB+SJU institutional cut-score requirements](#)
- Be aware that AP exam content will undergo the same rigorous review process for standards alignment (80% threshold) as courses taken at other institutions of higher education
- Provide all necessary AP exam content documentation as requested by the Department Chair

Step 3: Approval and Documentation

If approved, the student:

- Will be asked to complete a [Major/Minor Substitution Form](#)
- When the course is complete, request that an official transcript is sent directly from the college at which the course was completed to the CSB & SJU Registrar's Office.

CONTACT INFORMATION

For questions regarding the course substitution process, please contact your advisor or the department chair.