

## **Guidelines for Requests/Approvals of Natural Science Core Substitutions/Waivers**

1. *Substituting a science course that includes both lecture and laboratory components combined into a single course with an APSU science core course sequence.*

APSU science courses are broken into lecture sections and lab sections. As an example, BIOL 1010 is the lecture portion and BIOL 1011 is the laboratory portion of one science course. The following will allow a student to receive credit for both lecture and laboratory.

1. Find the appropriate APSU science core course for substitution. If necessary contact the appropriate science chair for assistance in making this determination.
2. Submit a substitution for the lecture portion of the course.
3. Submit a waiver for the laboratory portion of the course.
4. The software does not support a combined substitution and waiver request so they must be submitted independently.

2. *Substituting a transfer science course that is not a match for an APSU science course.*

If the science course has a lecture and laboratory, and fulfills the General Education Science Core at the previous institution, then find the APSU science core course that is the closest logical fit, follow the procedure outlined in the first section, and put the following statement in the comment box.

The course being used in this substitution includes both a lecture and a laboratory component and met the General Education Science Core at the transferring institution, however, APSU does not have a course in the science core that is comparable. The requested substitution is being made so that the student can satisfy the science core requirement.

3. *Substituting an APSU Science Core Course for another APSU Science Core Course that is required within the student's major.*

In this particular case the course in question already satisfies the APSU Science Core, the substitution is being made due to the fact there is a requirement within the student's major for a specific APSU Science Core course. The substitution is really a waiver of the major requirement for that course. The following procedure will allow the student to fulfill their major requirement.

1. Find the appropriate APSU science core course for substitution. If necessary contact the appropriate science chair for assistance in making this determination.
2. Submit substitution requests for the lecture and laboratory portions of the course.
3. Place this statement in the comment box.

The course being used in this substitution already satisfies the APSU Science Core. The substitution is being made to fulfill a specific science core course requirement within the student's major. I have received permission from the Department Chair and Dean of the student's major for this substitution to be done.

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*4. The student has eight hours (or more) of science credit, but only one hour of lab.*

If a transfer student has eight hours or more of General Education Science Core eligible credit, but only one hour of lab, then APSU will approve the waiver of one laboratory hour.

*5. The student has less than eight hours total of science.*

If a student has seven hours of General Education Science Core eligible credit and is lacking a one-hour science laboratory, then APSU will approve the waiver of one laboratory hour.

*6. If you have any questions, contact the appropriate Department Chair corresponding to the science course being substituted.*

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