

**LAKE-SUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURE**

TITLE: SUBSTITUTION OF COURSES TO MEET  
GRADUATION REQUIREMENTS

NUMBER: PRO 4-02

REFERENCE:

PAGE: 1 of 3

**I. PURPOSE**

The purpose of this procedure is to:

**IV. PROCEDURE FOR OBTAINING PERMISSION FOR A COURSE SUBSTITUTION**

- a. The student desiring a course substitution for reasons other than disability must meet with an academic advisor to obtain a Course Substitution Request Form and information regarding the course substitution procedure. If a student is requesting a Course Substitution for a disability related reason, student must follow the guidelines that are outlined in Procedure 4-18.
- b. The student must complete the Course Substitution Request Form and indicate the rationale for a reasonable substitution. Reasonable substitutions c Rile2mu @utw Tw 1. 0 Twy0.012 a

**V. INCOMING AND OUTGOING TRANSFERABILITY OF COURSE SUBSTITUTIONS**

- a. Lake-Sumter State College does not honor course substitutions made by other institutions of highrse