

Petition to Substitute a Graduate Course for Those Required by the College in DBT Rule Academic and Student Affairs, District Office

The Rule governing the completion of two required graduate courses for full-time personnel in budgeted positions describes the circumstances under which an individual may petition for a course substitution. To initiate the petition process, please read the rule (see following paragraph) and then answer the questions below it. Submit this completed form and any accompanying documentation to your Provost, who will place this petition on the agenda of the Provosts' Meeting. One form must be completed for each petitioned course.

Instructional, Administrative and Professional Personnel, DBT Rule 6Hx23-2.022

XII. Special Requirement

All full-time faculty (Instructors, Counselors, and Librarians), Deans, Program Directors, Provosts, Associate Provosts, Academic Site Administrators, Associate and Assistant Academic Site Administrators, and Vice Presidents or Associate and Assistant Vice Presidents of Academic and Student Affairs must have graduate level credits in or be able to document knowledge of the topics of "history and philosophy of community colleges" and "college teaching." If an individual occupying one of the (above) specified positions can document prior knowledge of the specified topic(s) and/or the suitability of a course more appropriate to his/her job responsibilities to the satisfaction of a majority of the College's Provosts, then the faculty member or administrator, with approval of a majority of the Provosts, may substitute one or two graduate-level courses for those specified. The taking of the two courses or approved substitute courses is mandatory unless previously completed graduate courses meet the requirements. The substitute courses should help the faculty member or administrators perform his/her job responsibilities more effectively and/or become sensitive to the mission, population, or administration of community colleges. The substitute course(s) should not be directly related to a specific teaching discipline. Documentation of prior knowledge or request for approval of substitution will be managed through petition to the Provosts sitting as a group. Full-time budgeted personnel in these categories who are employed after July 1, 1992, and who do not meet this requirement when they are employed, or those who were in positions which were exempt from this requirement when they were employed but who now hold one of the specified positions, must complete the two specified or one or two approved substitute courses, earning grades of "B" or better before the end of their third year of employment in these positions to be eligible for reappointment. Full-time personnel in these categories who were employed before July 1, 1990, and Academic Advisors, Instructional Assistants, and Student Activities Coordinators who have baccalaureate degrees will be encouraged to enroll in the graduate courses on a space available basis.

Name _____ College Site _____ Phone # _____

Title/Department _____ Yrs. Employed at SPC _____ Yrs. in Current Position _____

Please describe your primary job responsibilities if your primary responsibilities are not instructional or the courses you teach if you are.

1. Course Information

a. Please list the course you are petitioning. _____

b. Please list the graduate course you wish to take or have taken to substitute for the course listed in a. Indicate the institution where the course will be/was taken and the academic year.

c. Please attach a course description from the university catalogue offering the course you want to take. Be sure the description provides the following: course content, length of the course, and number of credits offered for the course. Finally, please list the per-credit-hour-fee charged by that institution in the semester you wish to take the course. (Reminder: you will be reimbursed at the per-credit-hour rate for an in-state university course in that academic year.)

2. Justification for Course Substitution

a. What professional experiences, e.g., teaching, other employment, have you had that would qualify you to petition for such a course substitution?

b. What graduate course (work) have you had that would qualify you to petition for such a course substitution? Include information about the institution attended, course name, curriculum/topics, date completed, grade received. Please attach a course description from the catalogue of the university attended for that course. *Also*, please attach a grade report (unofficial is acceptable).

3. Given your primary responsibilities at SPC, why do you think the course you are requesting to substitute will be a more valuable learning experience than the course you are petitioning?

4. Comments / Other Pertinent Information

Your Signature _____ Date _____

Your Provost's/Supervisor's Signature _____ Date _____

To Be Completed After Discussion at Provosts' Meeting

Course Substitution was approved _____ not approved _____ on _____

Signature of Vice President, Academic & Student Affairs _____

Date _____