

CoB Course Substitution Policies and Procedures

In order to maximize the probability the course you are submitting as a substitution will be approved, be sure to research the course carefully and to provide substantive information for the faculty to review.

Determine if MSU will accept the course. The school must be regionally accredited before MSU will recognize the credits/course. Here are sources of information to determine this:

- ▶ Check the transfer equivalency guide on the web. If MSU has accepted any credits from the institution, the course(s) will be listed.
 - ? HOW: MyInfo --> Transfer Equivalencies --> Select State --> Select Institution
- ▶ Not on the transfer guide? Research the school's catalog for information.
 - ? HOW: Search the school's catalog for "accreditation". The school must be accredited by a regional accrediting body not just a member. For example, MSU is accredited by the Northwest Commission on Colleges and Universities (NWCCU).
- ▶ Still not sure?. Call the MSU Registrar's Office. It has a directory of all regionally accredited schools in the nation.

The CoB accepts no responsibility for determining whether a course will be accepted by MSU; it is the student's responsibility to research this. Any course approved as a CoB substitution which is not accepted by MSU is automatically null and void.

Course Equivalency: A designated faculty member in the CoB will make the final decision about course equivalency. Check the following criteria/conditions before you submit the substitution:

- ▶ Check school's business accreditation. Preference will be given to courses from AACSB accredited business schools.
 - ? HOW: All accredited institutions are listed at the following web site:
<http://www.aacsb.edu/accreditation/accreditedmembers.asp>
- ▶ Check the level of the course. 100/200 level courses will not substitute for 300/400 level courses with the exception of Business Law (since many AACSB schools teach law at the sophomore level).
- ▶ Check the course pre-requisites. They must be comparable to MSU's course.
- ▶ Compare course descriptions. Content **MUST** be comparable; the faculty reviewing the substitution will consider at least the following:
 - Course description
 - Syllabus
 - Textbook
 - Method of instruction -- **Correspondence and/or on-line courses are not normally considered equivalent courses. You need to research whether the institution would allow the course to count toward its degree requirements.**

Checklist

List name of accrediting body here: _____

_____ Course is from a regionally accredited school: _____

_____ Business accreditation status has been checked (AACSB/nonAACSB).

_____ Course equivalency information has been included.

_____ course description

_____ course pre-requisites are listed

_____ syllabus

_____ information on textbook(s)

_____ method of instruction

_____ Additional guidelines for upper division BUS (including law) and OPTION courses are addressed.

_____ Pre-approval memo is attached and is in appropriate professional format.

- ▶ **Substitutions are considered on a case-by-case basis; an approved substitution is an exception not a precedent.**
- ▶ **Incomplete forms will not be considered.**
- ▶ **You will be notified at your MyPortal e-mail concerning the decision of the substitution request.**

Additional Guidelines for upper division BUS and Option Courses

If you are requesting a substitution for any upper division (300-400 level) BUS course including Business Law and/or upper division OPTION (ACCT, FIN, MGMT, MKTG) course, you must also address the following criteria:

_____ Method of instruction includes frequent, active and significant interaction between the student and the instructor.

_____ Evidence of frequent and timely feedback on student's performance.

_____ Evidence that at least one or more of the following skills are developed in the course:

- Critical thinking
- Quantitative reasoning
- Written communication
- Oral communication
- Ethical decision-making and/or social responsibility
- Life-long learning

Please attach a professionally written memo addressing each of these additional guidelines. Evidence may include but is not limited to the following:

- Specific references to the course syllabus
- Description and/or inclusion of course assignments
- Supporting documentation from the instructor

The burden is on the student requesting the substitution to supply adequate evidence that the above guidelines were met. Requests for substitutions for upper division BUS or OPTION courses without this additional evidence will not be considered.