A student or a program coordinator can petition to substitute one course for another within a major program. The substituted course takes the place of a required course. Course substitutions must have comparable subject content or teach comparable skills as the originally required course.

Course substitution requests must be submitted to the Office of Registration and Records on a Petition for Course Substitution. This petition must include a justification that explains how the course to be substituted meets the content and/or skills of the originally required course. The Petition for Course Substitution must be signed/approved by the Program Coordinator of the student’s major program of study.

Students are limited to a maximum of three (3) course substitutions for each program of study in which they are enrolled. Substitutions may not be made across unrelated academic disciplines.

Students must have completed, be currently enrolled in, or have transferred credit to King University for the requested course to be approved as a substitution.