

**Change course substitution policy so the form can be entered electronically into the system by the individuals responsible for overseeing compliance with curriculum.**

**CURRENT CHALLENGE:**

Course substitutions are currently submitted in paper form with signatures of adviser and department chair. Typically, it takes a long time before the course substitution actually goes into effect in the student's electronic record (PeopleSoft or DARS), so that if the student's needs to take courses the following semester(s), which require as pre-requisite the course that was substituted, he/she cannot take the course because the pre-requisite is missing since it has not been manually entered into the student's records. In this situation, the student can enroll only if he/she is given a Permission Number. This considerably delays the registration of students in this situation, losing their spot in the class and delaying their graduation.

**PROPOSED SOLUTION:**

Course Substitution could be entered electronically into the PeopleSoft or DARS system directly by those individuals responsible for overseeing compliance with the curriculum (Adviser and Department Chair).

**BENEFITS TO FRESNO STATE:**

- 1) Office of Student Evaluation workload will be reduced
- 2) Student records become current immediately after course substitutions are submitted by Adviser and Dept. Chair (Currently it takes months or even semesters to be completed)
- 3) Reduction of delay in student graduation when students don't miss the opportunity to enroll on-time in the required courses.
- 4) Increase in overall Graduation Rates.

**ADDITIONAL INFORMATION:**

Increase Student Success by eliminating a slow, archaic way of dealing with course substitutions.

Note :A good number of course substitutions are dealt with articulation agreements with institutions we receive students from, but very often student cases don't fall into the articulation characteristics, students come from institutions with no articulation with Fresno State or the case is so specific that an articulation is not needed for more than one or two students and the articulation process would take so long that would be impractical to pursue. Advisers and department chairs take the time to verify each case as it comes to their desks, yet the manual entry at the Evaluations Office prolongs the process so much that becomes frustrating for the student and inefficient for Fresno State.