Honors College: Course Substitution & Equivalency

**BACKGROUND INFORMATION**

Honors courses often substitute for existing courses or count toward specific degrees or programs at Texas State. However, all equivalencies must be approved *in advance* by the department chair or school director who oversees the relevant course, department, or program. **Substitutions are not permitted in the core curriculum.**

Faculty members proposing a new course are expected to seek approval from their home department or school, but the Honors College may have additional suggestions and will pursue additional approvals as needed. This form can be used to identify and approve more than one equivalency, so long as the authorizing signatures remain valid.

*Please note*: substitutions and equivalencies should be linked with an honors *course*, not a *person*, so that new faculty may, if needed, teach the same course.

**SUBSTITUTION OR EQUIVALENCY DETAILS**

**Faculty Member Proposing Substitution or Equivalency—**

Faculty Proposer's Name Here

**Honors Course Number and Title (or proposed title)—**

Your Course Title Goes Here

**50-word Course Description from the Catalogue (or proposed description)—**

This course description appears in the Honors College catalogue.

**Relevant Academic Unit for Substitution or Equivalency—**

Identify the relevant department or program who will be approving this form.

**Suggested Course Substitution(s)—**

Please identify specific courses or degree requirements the designated honors course will replace or satisfy.

**Rationale for Substitution—**

Explain what elements of the Honors course justify this substitution. Consider the topics, themes, assigned readings, and curricular structure.

**DEPARTMENT OR PROGRAM APPROVAL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Chair Or Director's Name Here |  |  |  |  |
| Printed name: Chair or Director |  |  | Signature: Chair or Director | Date |

**HONORS COLLEGE APPROVAL**

|  |  |  |  |
| --- | --- | --- | --- |
| Date of new course approval: |  |  |  |
| Finalized title and course number: |  |  |  |
| Honors Approver's Name Here |  |  |  |
| Printed name: Honors Approver |  | Signature: Honors Approver | Date |