Pikes Peak State College (PPSC) Educational Procedure

EP 010 – Academic Record Modification

Originated:
Unknown

Revised:
September 2024
July 2017

References:
PPSC form: Academic Modification Request

Approved By:
Jacquelyn Gaiters-Jordan
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Jacquelyn Gaiters-Jordan
Jacquelyn Gaiters-Jordan (Oct 8, 2024 18:10 CDT)
Signature

10/08/2024
Date

Joseph Miller
Faculty Senate President, Pikes Peak State College

Joseph Miller
Signature

10/09/2024
Date

Deidre Schoolcraft
EP Committee Chair, Pikes Peak State College

Deidre Schoolcraft (Oct 10, 2024 14:31 MDT)
Signature

10/10/2024
Date

I. Purpose:

An academic record modification is used to replace or waive a required course in a degree or certificate program at the request of individual students.

II. Scope:

This would apply to students who have taken courses equivalent to those in a required program path at PPSC or another institution.

III. Process:

At the request of a student, a program faculty advisor completes an Academic Modification Request located on MyPikesPeak Portal on the Forms tab. The Academic Modification Request Form consists of three sections:

A. Section A is used to change the catalog year. This is helpful for students when the requirements for a program have changed from when they enrolled in the college.

B. Section B is used to substitute a course for a required course in a degree or certificate program. Both the required course and the substituted course must be listed. The course being used as a substitution must be listed on the student's transcript. Section B can also be used to approve the use of credits over 15 years old that are already on the student's PPSC transcript. When making substitutions a minimum of 15 credit hours taken at PPSC must be within the degree program and a minimum of 6 credit hours taken at PPSC must be within the certificate program.

C. Section C is used to waive a required course(s) in a degree or certificate program. This waiver does not reduce the required total hours needed to complete the degree or certificate program.

After the program faculty advisor completes the form, it is routed to the Associate Dean or the Executive Dean of the Division in which the required course is offered and the VPIS, or designee, for signature. Once signature routing is complete, the form is sent to the records office within Enrollment Services for entry. The student is notified once the process is complete.

Before submitting an Academic Record Modification form, ensure the student is aware that a modification may impact the transferability of a degree under the Community College System articulation agreements. It is the student's responsibility to verify the transferability of the degree to their school of choice.

EP 010 Academic Record Modification Request 10.4.2024

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