

Course Substitution Policy

CCSP Department Course Substitution/Waiver Policy

The CCSP Department course substitution*waiver** policy was established to address the diverse needs of its graduate students. This policy identifies the process and procedures that faculty and students follow when considering course substitution/waiver requests. Upon entering the CCSP program, the CCSP Graduate Advisor and GGSE Student Affairs Office request that, in addition to the general CCSP orientation meeting held in late September, each incoming student meet with her or his faculty advisor (prior to October 15th) to review and discuss the substantive area (counseling, clinical, or school “green sheet”) specific Degree Sheet (available online <http://my.sa.ucsb.edu/Catalog/Current/CollegesDepartments/ggse/DegreeEmphasesCredentialsOffered.aspx>). At this meeting, the faculty advisor and student should identify any previously completed graduate level courses that might be used to substitute/waive a specific CCSP degree course requirement as listed in the student’s substantive area Degree Sheet. **This is essential for students who previously completed a masters or doctoral degree.**

The processes below shall be completed within the first fall quarter.

If three or fewer courses are substituted, then:

Use the “**Course Substitution Form**” (available from the GGSE Student Affairs Office) and follow this process:

1. Student reviews the UCSB CCSP Department substantive area (counseling, clinical, or school) specific Degree Sheet required for the Doctoral Degree and identifies courses that might be equivalent with previous coursework.
2. Student and faculty advisor meet to discuss CCSP courses that might be equivalent with previous coursework, review relevant syllabi of the previously completed courses, and evaluate if that content is substantially equivalent to a CCSP degree course requirement. The faculty advisor should verify that any considered course was completed with a grade of B or higher.
3. For the previously completed courses that the advisor deems to be substantially equivalent with a CCSP course degree requirement, then the student asks the faculty instructor of the equivalent CCSP course to sign off on the appropriate substitution/waiver form.
4. After all signatures are obtained, the appropriate substitution/waiver form is submitted to the Student Affairs Office. It is included in the student's file and available when a degree check is made (CCSP Department Administrative Assistant should provide a copy of the document to the GGSE Student Affairs Office).
5. **Note.** Students entering the MEd/PPS school psychology degree, who have had previous graduate level courses, should follow this procedure.

If four or more courses are substituted, then:

Use the substantive area specific Degree Sheet, (listed below), to develop a modified plan following this process:

1. Student reviews UCSB CCSP Department substantive area (counseling, clinical, or school) specific Degree Sheet required for the Doctoral Degree and identifies specific courses that might be equivalent with previous graduate level coursework.
2. Student and faculty advisor meet to discuss CCSP courses that might be equivalent with previous coursework, review relevant syllabi of the previously completed courses, and evaluate if that content is substantially equivalent to a CCSP degree course requirement. The faculty advisor should verify that any considered course was completed with a grade of B or higher.
3. Based on the student and faculty advisor meeting, a proposed modified plan is developed using the specific Degree Sheet of UCSB courses required for the Doctoral Degree in the substantive area.

4. The student then petitions the faculty within her or his substantive area to review the modified degree plan. The faculty within the student's substantive area review, discuss, and modify the proposed degree plan.
5. After approval by the substantive area faculty, the modified degree plan is then shared with all CCSP faculty for review, discussion, modification, and consensus. This occurs by providing a copy of the modified degree plan and copies of all relevant syllabi to the CCSP Department Administrative Assistant, who will make the materials available for review in the Department office. The student's petition to approve the modified degree plan is then placed on the agenda for the next CCSP faculty meeting.
6. Upon final approval by the whole CCSP faculty, the student's modified plan is then submitted to the Student Affairs Office to be included in the student's file. This document is used to complete the degree check upon completion of all requirements (CCSP Department Administrative Assistant should provide a copy of the document to the GGSE Student Affairs Office). Any subsequent future modifications of the student's degree requirements should be reflected on the modified degree plan. The student and the faculty should use the modified degree plan for future advising and course planning.

The GGSE Student Affairs Office and UCSB Graduate Division define substitutions and waivers

*SUBSTITUTION — Substitution means that a student can use one course instead of another in order to gain the required content, which s/he needs to have. Substitutions are typically only required for those student completing the Masters Degree requirements, as the number of units matters.

**WAIVER — A waiver means the student is deemed to already have the required knowledge the course offered. The waiver “waives” his or her requirement to retake that content but not his or her need for units. Waivers are typically used for students completing the PhD Degree, as the units completed are not relevant.

Substantive area specific Degree Sheets are updated annually as required by the UCSB Graduate Division and made available on the UCSB General Catalog website (the GGSE Student Affairs Office can provide a version in WORD format for those students developing a modified plan).

<http://my.sa.ucsb.edu/Catalog/Current/CollegesDepartments/ggse/DegreeEmphasesCredentialsOffered.aspx>

Note: Regarding the rationale for the number of courses triggering the more extensive process, this was the recommendation of the GGSE SAO based upon Graduate Division policies that are related to the transfer of units specifically associated with units for awarding Masters Degree (as applicable to the CCSP Masters in Counseling) — *With approval from the department and the Graduate Division, students may transfer up to 8-quarter units for courses completed with a grade of B or better from an accredited college outside the UC system; up to 12-quarter units may be transferred from another UC campus.*

Courses that cannot be substituted or waived by all Emphases

CNCSP 224A (ED 218A): *Professional Organizations*

CNCSP 274DEF*, CNCSP 272, or CNCSP 273 (ED 268B, C, or D): *Advanced Fieldwork*

CNCSP 209A* (ED 298A, B, C or D): *Research Practicum*

*(*If you already have a Masters, please discuss with your advisor, you may only need two years)*

CNCSP 279 ABC: *Internship in Professional Psychology*

CNCSP 597: *Qualifying Exam Preparation*

CNCSP 599: *PhD. Dissertation Prep*

Additional course that cannot be substituted or waived by Counseling

CNCSP 261 : *Counseling Psychology Seminar*

CNCSP 270, CNCSP 272, or CNCSP 273: *Advanced Fieldwork*