Flexible Nine Course Substitution Petition Process

Overview

In special circumstances, students may petition to substitute a General Education Flexible Nine course with another approved General Education course. These requests are for situations where it is difficult to take the approved Flexible Nine course and where the substitution will make it possible for the student to graduate without an additional semester of course work.

Students may request a substitution for one of the following Flexible Nine Courses:

Please check NNMC Academic Catalog for current list of Flex Nine courses

- COMM 1130 Public Speaking
- Civics Course: POLS 1110, POLS 1120, HIST 1110, HIST 1120, SOCI 1110, SOCI 2210, SOCI 2310
- Literature Course: ENGL 1410, ENGL 2310, ENGL 2320, ENGL 2420, ENGL 2550, FDMA 1560
- STEMH Course: ENVS 2130, PSYC 2120

Students may only request substitution courses that are listed in Areas I-VI as General Education Courses from the appropriate NNMC Academic Catalog or courses that are approved General Education at the institution where the student completed the course.

Students will need to discuss such requests with their Program Advisor and request approval from the appropriate Chair of the Department that oversees the Flexible Nine course.

Academic Chair	**Flexible Nine Course(s)**
Language and Letters	COMM 1130, Literature Courses
Arts and Human Sciences	Civics Courses, PSYC 2120
Biology, Chemistry, and Environmental Science	ENVS 2130

Please read the information below carefully and follow the guidelines to complete the Petition Form.

Petition Process

- Students will meet with their Program Advisor to discuss the petition to substitute a Flexible Nine course. If the Program Advisor agrees, students will proceed to the next step.
- Students will complete the Petition to Substitute a General Education Flexible Nine Course **Form A** if they are using an approved substitution and **Form B** if they are not. **Form A** Y˙džǎǔ dzǎŜ Ô2dzNǎŜǎ ŦN2Y˙ úḰŜ ŘN2LJ Ř2ǿy˙YˆŜyđz I·yŘ Ř2Ŝǎ y2ǔ yŜŜŘ ǎλƎy1·údzNŜǎ
- Students **who are not using one of the approved substitutions, will submit Form B** and a course syllabus/course description from the suggested substitution to the appropriate Academic Chair and the Program Advisor.
- The Academic Chair will approve or deny the request within two weeks. If the request is denied, the Academic Chair will return the form to the student, the Program Advisor, and the General Education Committee Co-Chairs. If the request is approved, the Chair will submit the form to the General Education Co-chairs for signature. Then, the academic chair will submit the form to the Office of the Registrar with a copy to the student, the Program Advisor, and the General Education Committee Co-Chairs.

Note: Registrar's Office will create a notification in Degree Works that exceptions to the Flex 9 can only be completed by the Registrar's Office. Once substitution petitions are approved, the Registrar will make the exception in Degree Works.

Northern New Mexico College
Flexible Nine Course Substitution List

The table below lists NNMC courses that you can use to substitute one of the required Flexible Nine courses. You will need to discuss your proposed substitution course and your situation with your Program Advisor first. If your Program Advisor approves, you must follow the Petition Process and complete the Flexible Nine Substitution Petition Form. Please note that you cannot use a substitution course in Areas 1-6 and as a Flexible Nine substitution.

If you want to replace this Flexible Nine course…	**Here are the Approved substitutions:**
COMM 1130 Public Speaking	ENGL 1120 Composition II ENGL 1210 Technical Communications
Civics Requirement	CJUS 1110 Introduction to Criminal Justice POLS 1110 Introduction to Political Science GEOG 1120 World Regional Geography HIST 1150 Western Civilization I HIST 1160 Western Civilization II PINS 1110 Introduction to Pueblo Indian Studies ENVS 2130 Critical Thinking in Science PHIL 1120 Logic, Reasoning and Critical Thinking ANTH 1140 Introduction to Cultural Anthropology
Literature Requirement	HUMN 1110 Introduction to World Humanities I HUMN 1120 Search for Meaning HUMN 2120 Comparative Religion HUMN 2130 World Mythology
STEMH Recommendation	MATH 1220 College Algebra MATH 1350 Introduction to Statistics MATH 1130 Survey of Mathematics ASTR 1115/L Introduction to Astronomy BIOL 1110/L General Biology with Lab BIOL 2210/L Human Anatomy and Physiology I CHEM 1120/L Introduction to Chemistry (non-majors) with Lab ENGR 1101L Computer Science for All ENVS 1110/L Environmental Science I with Lab GEOL 2110/L Historical Geology w/ Lab PHYS 1230/L Algebra-based Physics I with Lab PHYS 1240/L Algebra-based Physics II with Lab PHIL 1120 Logic, Reasoning and Critical Thinking PHIL 2110 Introduction to Ethics

The following courses are approved as NNMC General Education courses, but they do not align as clearly with the Flexible Nine Courses. If you hope to use one of these courses as a substitution, you will have to make a strong case for why they are appropriate alternatives to the required Flexible Nine course.

1. ARTS 1120 Introduction to Art
2. PSYC 1110 Introduction to Psychology
3. ARTS 1410 Introduction to Photography
4. FDMA 1110 Film History
5. FDMA 1210 Digital Video Production I
6. PSYC 2120 Developmental Psychology

You may also propose a course you took at another institution provided that the course was approved for General Education at the institution where you completed the course. Your Program Advisor can help you make that determination.

FORM A: Petition to Substitute a General Education Flexible Nine Course

Name: **Email:**

Eagle ID: **Telephone:**

Academic Program: **Expected Graduation Date:**

Program Advisor:

I am petitioning to substitute a General Education Flexible Nine course. I am aware that I may only use **Form A,** if the proposed substitution is on the approved substitution list on page 2 of this document and on the right side drop down menu. **Form A** does not require signatures but must be emailed to the Office of the Registrar.

Required Flexible Nine Course: Select from the drop down menu.	**Approved Substitution: Select from the corresponding drop down menu.**
Select Here for Form A	Select Here for Form A

If the drop down menus are not accessible, please list the Flexible Nine course and the Approved substitution on page 2 of this form in the space below.

FORM B: Petition to Substitute a General Education Flexible Nine Course

Name: **Email:**

Eagle ID: **Telephone:**

Academic Program: **Expected Graduation Date:**

Program Advisor:

I am petitioning to substitute a General Education Flexible Nine course. I am aware that I may only select a course that is listed in the appropriate NNMC catalog as a General Education course or an approved General Education course from another institution.

Required Flexible Nine Course (Subject and Course Number and Name) EX: COMM 1130 Public Speaking	**Requested Substitution (Course must be listed in the appropriate NNMC catalog as a General Education course or a General Education Course from another institution. See List of NNMC Approved General Education Courses for additional guidance.)**
Please explain what action you are requesting. Include special circumstances and reasons that would support your request for a substitution. Also, explain why the substitution course you propose is an appropriate substitution for the required Flexible Nine course.	

Approval/Denial from Department Chair who oversees the required Flexible Nine Course (see list)
Program Advisor's Signature: Department Chair Signature: Comments (include information relevant to whether or not you support or deny the request.) General Education Co-Chair Signature: Registrar's Signature:

For Department Chair Use Only:

- Submit approvals to the General Education Co-Chairs for signature. Then submit the form to the Registrar's office with a copy to the student, program advisor, and General Education Co-Chairs.

- Submit denials to the student, program advisor, and co-chairs of the General Education