

## Leadership and Social Change Minor Course Substitution Proposal Procedures

***All course substitutions are taken on a case-by-case basis. These are general guidelines for substituting classes. Before you consider substituting a class, please consider the following:***

- It is recommended that you get approval for a substitution prior to enrollment in the class. A copy of the approval will go in your minor file, and it will be processed after you have completed the class.
- If you are substituting a class that is also needed for your major, you must have written approval from your major advisor.
- Make sure course substitutions do not affect the 6 courses you need at the 3000 level.
- Certain courses are not repeatable. You may only have one internship and one independent study course count towards your minor. For example, if you have taken LDRS 4754, Internship, it is a non-repeatable course. Therefore, if you have done one internship, you cannot use LDRS 4754 as a substitute.

### ***Steps to Propose A Sub:***

- Meet with Dr. Council, who oversees the minor, and during the meeting be prepared to explain the following:
  1. The name of the course(s) and the course you wish to sub it for (from the minor check sheet) along with the course syllabus.
  2. A brief explanation of how the proposed course addresses issues of leadership and social change, highlighting connections to the Social Change Model and values (7 C's).
  3. Why this learning would be meaningful to you and how it would apply to your future career and/or leadership roles.
- If approved, the substitution(s) will be documented in your file. An official substitution form must be completed *after you complete the class* and sent to Dr. Council

For additional information about the minor, or to set up an advising appointment, contact Dr. Council by email at [adc@vt.edu](mailto:adc@vt.edu).