Request for Course Substitution

Student Name ___________________________ Student ID Number _________________________
Degree/Pathway ________________________________________________________________
Advisor ________________________________________________________________
AREA of core where substitution is being requested (A, B, C, D, E, or F) ________________
Course Required ______________________________________________________________
Substitute Course ____________________________________________________________
Reason for Request ____________________________________________________________

I understand that the substituted course may not transfer.
Student Signature ___________________________ Date __________

Approvals
Advisor ________________________________________________________________
Dean (Required Course) _____________________________________________________
Dean (Substitute Course) _____________________________________________________
Vice President for Academic and Student Affairs _________________________________
Registrar’s Office ___________________________ Date Processed ________________

This substitution is not official until it is signed by the Registrar’s Office.

GUIDELINES FOR COURSE SUBSTITUTIONS

1. The following approvals are required: Advisor, Dean (Required Course), Dean (Substitute Course), Vice President of Academic and Student Affairs, and Registrar’s Office.

2. The substitute course should, as a rule of thumb, have some natural relationship to the required course. For example, the substitution of ENGL 2111 for ARTS 2205 would probably be an appropriate exchange since both are humanities courses and Core courses. On the other hand, substituting POLS 1101 for ACCT 2101 would not be appropriate since there is no natural correlation between the two courses.

3. In any case, substitutions involving P.E. must have the approval of the Dean of the School of Sciences.