



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.