

Request for Course Substitution

Since programs are carefully planned and periodically reviewed, it should not be necessary to substitute indiscriminately. However, an occasion may arise where a student may benefit educationally by an appropriate course substitution. All course substitutions must be approved by the Dean and Vice President of Academic Affairs. **Substitution is not approved until the student receives written notification from the Records Office.**

Name _____ ID# _____ Date _____

Program of Study _____

Original Course in Program _____

Course Being
Substituted _____

Please check the appropriate reason for substitution:

- Course has similar content
- Course is higher level course and exceeds requirement for program
- Course more suitable to the student's long term career goals
- Better for overall development of student
- Life experience relegates original course to redundancy for this student
- Changes to the program occurred after the student began the program requiring substitutions that blend the requirements of the original program with the revised program

Other

Student's Signature Date

Full-Time Advisor Signature Date
(faculty advisor within Program of study/major)

Office Use Only:

Approved Not Approved

Reason not approved:

Dean Date

Vice President of Academic Affairs Date