

## 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 Requesting Modification** \_\_\_\_\_

**Substitution Requests:**

Degree Requirements: List course code as it appears in original program outline

Substitute Course: List course you are requesting to be used in place of original degree requirement

Degree Requirement:		Substitute Course:	
Degree Requirement:		Substitute Course:	
Degree Requirement:		Substitute Course:	
Degree Requirement:		Substitute Course:	
Degree Requirement:		Substitute Course:	

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:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Reason not approved: _____	
_____	
_____ Dean	_____ Vice President of Academic Affairs      Date