

Course Substitution Form

This form is to be used to replace a degree requirement with another course. If the substitutions are for internship, please use the 'Internship Course Substitution Form.' Please start this process by bringing this form to your Academic Advisor for discussion and signature. The form should then be signed by the Department Chair. The signature of the Department Dean is required for final approval. The Vice President's signature is only required at the request of the Registrar for special circumstances.

As per Academic Policy 8.31 in the College Catalog, course substitutions cannot be made for major field requirements or liberal arts & science specific program requirements if the previous grade earned was "F".

Student Name: _____ **ID Number:** _____

Current Major: _____ **Expected Graduation Date:** _____

Apply substitutions to: Associates Degree Bachelors Degree Both

Waiver of Degree Requirements by Substitution of Course(s)

Degree Requirement:	Substitute course:
Degree Requirement :	Substitute course:
Degree Requirement :	Substitute course:
Degree Requirement :	Substitute course:
Degree Requirement :	Substitute course:
Degree Requirement :	Substitute course:

Comments:

Position	Signature	Date	Approved	Denied
Advisor				
Department Chair				
Dean				
Vice President for Academic Affairs <i>(only required at the request of the Registrar for special circumstances)</i>				