

**Bachelor Degree Internship Program
COURSE SUBSTITUTION FORM**

Student Name (Last) 800	(First)	
Student ID#	Email	GPA
Major/Degree		

- I am requesting _____ credits of internship “waiver” for related work experience be granted toward the internship requirement (6 credit max.) and understand that I will need to be registered for these credits. Student must submit a written report of their prior learning experience.
- I am requesting _____ credits of partial internship, which I will need to be registered for and need to have completed the required ILA.
- The remainder of the internship will be completed by substituting _____ credits of course(s) listed below.
- I am requesting a substitution of course work for my internship.

Approval for course substitution for part of the internship must be completed by mid-term in the semester preceding the internship.

For requests of course substitutions for partial credits and for course work only, complete the section below.

Fall _____ Course(s)	Spring _____ Course(s)	Summer _____ Course(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

According to the Middle States Commission on Higher Education courses, programs, and other learning experiences are judged on their learning outcomes, using valid evaluation measures. College level learning is defined for the granting of credit for transfer of prior learning or advanced placement secondary learning, and it is clear that credit is awarded for learning, not experience.

For faculty completion:

Describe setting in which student’s prior learning was accomplished (for waiver of internship only) :

Describe measure used to evaluate student’s prior learning (portfolio of work or written report) that satisfies “Student Learning Outcomes” for internship:

Please **attach** the portfolio or written report submitted by student so that all parties signing document can review.

Student Signature

Approved Disapproved

Advisor Signature

Date

Approved Disapproved

Department Chair Signature

Date

Approved Disapproved

School Dean Signature

Date

Approved Disapproved

Vice President for Academic Affairs Signature

Date