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 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:

_____Approved _____Not Approved

Reason not approved_____

_____

_____

Vice President of Academic Affairs Date

Apr-07