

Course Substitution Form



Student's Name (Print) _____ TNumber _____

Major _____ Concentration _____

This form should be used to substitute a required course for another course that is not listed as a requirement for the student's major.

REQUIRED COURSE FOR MAJOR					COURSE TO USE AS SUBSTITUTION				
Disc.	Course Num.	Course Title	Credits	Grade	Disc.	Course Num.	Course Title	Credits	Grade

_____ *Academic Advisor* _____ *Date* _____ *Department Head of Major* _____ *Date*

_____ *College Dean* _____ *Date*

Conditions: (1) Student must have a minimum of "C" in the course to be used for substitution. (2) CLEP, Proficiency, Correspondence, or Developmental courses may not be used for course substitutions. (3) Student may not seek substitution for a course he/she has failed. (4) In cases of university requirements, the Registrar has final approval. (5) In cases of program requirement only, the academic dean has final approval. (6) Substitution is not to be confused with waiver. Substitution is an option for meeting program requirements, while waiver implies exemption.

For Office Use Comments:

Processed by: _____ Date: _____