

COURSE SUBSTITUTION APPROVAL FORM

This form must be approved and submitted to the Registrar's Office before the end of the Drop/Add period.

Student's Name		ID Number	
College		Major	
Term		Year	
Academic Status	Clear Probation	# of Probations received []	CAS
Credits Earned		# Credits to graduation	
Cumulative GPA		Last Semester GPA	

	Required Course Code/Number/Title	Substitute Course Code/Number/Title
1		
2		
Reasons for the substitution		
Student's Signature:		Date:
Recommendation of the Faculty Advisor:		Approve Do Not Approve
Justification:		
Signature:		Date:
Decision of the required course department chairperson:		Approve Do Not Approve
Justification:		
Signature:		Date:
Decision of the substitute course department chairperson:		Approve Do Not Approve
Justification:		
Signature:		Date:
Decision of the College Dean:		Approve Do Not Approve
Justification:		
Signature:		Date:

Related Rules:

A student is allowed to take a substitute of a required major course in the following cases:

1. The required course is not offered or in conflict with other required courses during the semester the student expects to graduate;
2. The student had failed the required course three times as long as the student is not on probation.

The substitute course must have the same number of credits and of the same level or higher than the required course; the course is from the same or closely related field; the course contents and expected competencies are equivalent.

To take a graduate course substitute the student must have a CGPA of at least 75. In this case the *Request to Register for Graduate Course* form must be completed.