



Registrar's Office

REQUEST FOR COURSE SUBSTITUTION ON ACADEMIC PROGRAM

Student: Fill out the top part of this form and **get the appropriate signature** (see below).

Your name: _____

Date: _____

Academic Program: _____ Anticipated Grad. Year: _____

1) What course do you wish to get a substitution for? _____
(Course ID and title)

2) What course do you wish to substitute for it? _____
(Course ID and title)

Course substitution GRANTED. Signed*: _____

* Must be signed by appropriate party:

BI/TH CORE	➡	R. White
MAJOR/MINOR	➡	Program Coordinator
AS CORE	➡	J. Enns
ST CORE	➡	Instructor of ST course

PLEASE RETURN SIGNED FORM TO THE REGISTRAR'S OFFICE

OFFICE PROCESSING

__ SIS: Add to NOTES in following format: 'Substitute [title and course id of 2] for [title and course id of 1] .'

__ SIS: If course has been taken, make substitution in Degree Audit.

__ If course hasn't been taken, set reminder (Task) to add Note after course is completed.

__ Cc. to student.

Put form in student's file.