



Course Substitution Form

This form is used to request the substitution of specific course requirements of the major program with equivalent or higher-level courses.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student’s Name | |  | | | | Academic Year | | |  | | |
| Student ID | |  | | | | Semester | | |  | | |
| Major | |  | | | | College | | |  | | |
| **Required Course in Study Plan** | | | | **Substitute Course** | | | | | | | |
| Code | Title | | Credit Hours | | Code | Title | | | | Credit Hours | Semester/  Year |
|  |  | |  | |  |  | | | |  |  |
|  |  | |  | |  |  | | | |  |  |
|  |  | |  | |  |  | | | |  |  |
|  |  | |  | |  |  | | | |  |  |
| Reason (attach supporting document): | | | | | | | | | | | |
| For Academic Advisor, Department Chair and Dean Use Only | | | | | | | | | | | |
| Comments: | |  |  | Comments | | : |  |  |  |  |  |
|  | | Recommend  Do not Recommend | |  |  | Recommend  Do not Recommend | | | | |  |
| Academic Advisor | |  | | Department Chair | | |  | | | | |
| Signature | |  | | Signature | | |  | | | | |
| Date | |  | | Date | | |  | | | | |
| Dean's Comments: | | | | | | | | | | | |
|  |  | Approved | |  |  | Denied |  |  |  |  |  |
| College Dean | |  | | | | Signature |  | | | | |
| Date | |  | | | |
| For Admissions & Registration Department’s Use Only | | | | | | | | | | | |
| Verified and processed by | |  | | | | Signature | |  | | | |
| Date | |  | | | |