REQUEST FOR UNDERGRADUATE COURSE SUBSTITUTION
OFFICE OF THE REGISTRAR

This form NOT to be used for approval of general education course equivalencies.
Students seeking such approvals should make an appointment at the Arts & Sciences Deans Office.
This does not include general education courses required for your particular major program.

Name: _____________________________ I.D. #: _____________________________

(First) (Last) (M.I.)

Address: ___________________________ Ant. Graduation Date: ____________

(No. & Street) Daytime Phone: ( ) _____ - _____

(City) (State) (Zip Code)

Email: _____________________________

Major: __________________________________ Minor/Conc.: _____________________________

Required Courses(s) Substitution(s)

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Remarks: ______________________________________________________________________________

____Approved _____Denied __________________________________________________________________

Chairperson-Department Offering Requirement Date

____Approved _____Denied __________________________________________________________________

Chairperson- Your Major Department Date

____Approved _____Denied __________________________________________________________________

Dean-Your Appropriate Degree Program Date

Registrar’s Date of Receipt. Subject to posting on record.

Program:

_____BA _____BFA _____BS _____BSN

_____BS-Ed (Secondary or K-12) _____BS-Ed (Elementary) Certification Level

Distribution: Registrar, Dean Revised: 10/11