



Course Substitution Request

Purpose: There are occasions when it becomes necessary to substitute a course that is required for graduation. The dean of the program may approve a substitution request. Each course substitution request will be decided on an individual basis. When a course is approved, it is not meant to be a precedent for similar cases.*

- Directions:**
1. Complete the data section below. Ask for counselor help, if needed.
 2. Submit request to appropriate dean.
 3. Dean should complete and return to Student Services.*
 4. A copy of the form will be sent to the student.

Data: Student Name: _____ Date: _____

Address: _____

(Street) (City) (Zip)

Phone: _____ ID#/SSN: _____

Program Major: _____ Campus: _____

Reason for Request: _____

Required Course: _____

(Title) (Number)

Substitute Course Requested: _____

(Title) (Number)

Name of Counselor: _____ Date: _____

Name of Dean: _____ Dept.: _____

Status: _____

Dean's Signature Date

Approved
Disapproved

Comments: _____

* This is an academic approval; students receiving financial aid should consult with their aid source for approval.