

COURSE SUBSTITUTION FORM

A course substitution is a course that takes the place of a required course in a curriculum, provided it meets the content and/or spirit of the requirement. Approval is not guaranteed.

Please note that all program unit value requirements **MUST** be met. **If a substitution is approved for a course of lesser value than the original required course, the student must make up the credits by completing additional course(s).**

This request must also be accompanied by an [Add/Drop Form](#) to be considered for approval.

SECTION I: STUDENT INFORMATION			
Name:			Student ID#:
PO Email:		Campus:	
Address:		City:	
State:	Zip Code:	Preferred Phone:	
Faculty Advisor Name:		Faculty Advisor Email:	
Current Academic Program:			
Degree Level (Select):		Discipline (Select):	

SECTION II: SUBSTITUTION INFORMATION				
DEPT (e.g. HD)	Class # (e.g. 500)	Class Title	Units	
Required Course:				
Substitution Course:				
Competency Satisfied:				
Communication	Diversity	Professional	Teaching Credential	
Clinical	Field Work	Research	Other: _____	
Development	Praxis	Specialization		
Term in which substitution was/will be completed:			Justification:	
Year	Semester/Session			
	Fall	Fall 1		Fall 2
	Spring	Spring 1		Spring 2
	Summer	Summer 1		Summer 2

SECTION III: STUDENT ACKNOWLEDGMENT	
Student Signature:	Date:

SECTION IV: APPROVAL	
Faculty Advisor Signature:	Date:
Academic Dean Signature:	Date:

SECTION V: PROCESSING		
Registrar Initials:	Date Received:	Date Processed: