

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).**

If you wish to register in any approved substitution courses, you must also submit an [Add/Drop Form](#).

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: <i>Note that requests without justification will be automatically denied.</i>	
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:
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SECTION IV: APPROVAL

Faculty Advisor Signature:	Date:
Academic Dean Signature:	Date:

SECTION V: PROCESSING

Registrar Initials:	Date Received:	Date Processed:
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