



Request for Course Substitution Form

This form is used to request a course substitution Per Policy 307-10-5. Students will be required to provide a detailed explanation for substitution. Approval is required by the Dean or Program Director of the student's major. Students may not substitute more than 15 credits towards their degree.

Student Information

Last, First M. Name	Student ID
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Program of Study	Telephone Number
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Course Information

Current Course Name	Current Course Number
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Proposed Substitution Course Name	Proposed Substitution Course Number
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Justification for Course Substitution: Please attach a detailed explanation of why you are requesting this substitution. Include how the proposed substitute course aligns with your academic and career goals, and why it is a suitable replacement for the current course.

Supporting Documentation: Attach any relevant documentation, such as course descriptions, syllabi to support your request.

Student Signature	Date
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Office Use Only

Approved Denied Program Dean/Chair Signature _____ Date _____