



Course Substitution Request

This form is used to request a course substitution for a required course for graduation. The request must be submitted to the Vice-President of Academic and Student Affairs by the appropriate Academic Dean. All students must meet the course requirements in the fall 1997 curriculum standards for graduation or standards in effect thereafter.

This form may be filled out using Microsoft Word; the fields will expand to accommodate entered text. Please fill out the form in its entirety. After completion, print out, obtain the required signatures and submit to the Vice-President of Academic and Student Affairs.

From: (Dean)

Date:

RE: (Student)

Student ID #:

Program: (Major)

Code:

Required course	Title	Sem. Hrs.	Substitution Course	Title	Qtr. Hrs.	Sem. Hrs.

Rationale for substitution:

Is the substitution due to the transition from quarter to semester? Yes No X
 Substitution(s) meet(s) the current curriculum standard? Yes X No

Student _____ Date _____

Advisor _____ Date _____

Division Dean _____ Date _____

Vice President _____ Date _____
 Academics/Student Affairs

Records Office (Received) _____ Date _____