

Student Name: \_\_\_\_\_ Student ID \_\_\_\_\_

**REQUEST FOR GENERAL EDUCATION REQUIREMENT SUBSTITUTION**

Students must complete this form in order to substitute a course for a General Education specific requirement. Please list the specific requirement for which you are requesting a substitution and the course you would like to substitute. Take the completed form to the Registrar's Office.

Normally, substitutions for General Education requirements must be approved prior to taking the substitute course.

**Required course:**                      **Substitution:**                      **Semester Taken/will take:**

\_\_\_\_\_  
(Requirement)                      (Course Number & Title)                      (Semester and Year)

\_\_\_\_\_  
(Requirement)                      (Course Number & Title)                      (Semester and Year)

\_\_\_\_\_  
(Requirement)                      (Course Number & Title)                      (Semester and Year)

\*\*Attach a course description if the course was taken at another institution\*\*

**Rationale:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADVISOR SIGNATURE REQUIRED:** \_\_\_\_\_

**RETURN COMPLETED FORM TO THE REGISTRAR'S OFFICE.**

For Registrar's Office use only:

Academic Dean: \_\_\_\_\_ Date: \_\_\_\_\_