

Student Name: _____ Student ID _____

REQUEST FOR MAJOR/MINOR REQUIREMENT SUBSTITUTION

Students must complete this form in order to substitute a course for a specific requirement in a major or minor. Please list the specific requirement for which you are requesting a substitution and the course you would like to substitute. Next, your academic advisor must complete the "Rationale" section. Finally, take the form to the Department Chair for approval and return the completed form to the Registrar's Office.

Normally, substitutions for major/minor requirements must be approved prior to taking the substitute course. Note that a course may not fulfill more than one major/minor requirement.

Major or Minor for which a substitute is sought:

Required course: Substitution: Semester Taken/will take:

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

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

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

Rationale (to be completed by the academic advisor):

Student

Date

Academic Advisor

Date

Program Director (of the major/minor)

Date

Academic Dean or Associate Dean (if Advisor is also Dept Chair)

Date

Return completed and signed form to the Registrar's Office.