

Academic Standards Committee
Student Request for Course Substitution



Name: _____ Student ID : _____ Date: _____

Program: _____

Date Student Enrolled in Program _____

Instructions for completing this form:

1. Attach your current transcript, and if requesting transfer credit, the transfer transcript.
2. Attach your degree track planner populated with student information.
3. Only include transfer or substitute courses that are not counted toward graduation requirements for other programs.
4. Include an asterisk on the required course if it is a selective.
5. Where the required courses are not selectives, submit course syllabi to your academic advisor who will arrange for instructor or department representative review prior to recommending the request to the ASC for consideration. Include the syllabus from (a) the course of which waiver is requested and (b) the course that substitution is requested.
6. Submit the form to your ASC representative after obtaining the signature of your academic advisor.

Course Transfer(s)

Required Course (from degree track planner)	Transfer Course

Course Substitution(s)

Required Course (from degree track planner)	Substitute Course

Justification for Request

Student Signature/Date

Academic Advisor Signature/Date