Course Substitution Request

Select Term:
- [ ] Fall
- [ ] Spring
- [ ] Summer A/AE
- [ ] Summer B

Year: _______

Program of Study: ____________________________________________

Program No.#

Veteran: [ ] Yes  [ ] No


Graduation Term: ________  Year of catalog under which graduation is planned: ________

ONLY ONE COURSE MAY BE SUBSTITUTED FOR ANOTHER:

Course Already Taken By Student

Course Number: ______________  Course Title: ________________________________________

Credits: ________  Term in which course was/will be taken: ___________________

Grade: ________

For a transferred course, institution where course was taken:

PLEASE ATTACH A COURSE DESCRIPTION OR SYLLABUS

For Course Required By Program, But Not Taken By Student

Course Number: ______________  Course Title: ________________________________________

Credits: ________

Justification for request: (be specific)

________________________________________________________________________

________________________________________________________________________

Advisor’s Signature

Date

Student’s Signature

Date

Program Chair/Manager

Date

FOR OFFICE USE ONLY

A&R Copy: ______

Student Copy: ______

Input Date: ______  Init: ______

[ ] Approve  [ ] Disapprove

Dean’s Signature

Date

Department

Comments: _______________________________________________________________
Course Substitution Request Forms

Fill out this form for A.S., A.A.S. or Certificate programs as well as computer proficiency requests:

- Have student fill out and sign the form (please instruct the student as to what course substitutions are appropriate). Advisor must fill out the justification section and sign that area.
- Please put course description, syllabus, or other back-up information with this form.
- Please attach a completed program advising page for Dean’s review.
- Please send this form to the Department Chair or Program Manager and request that they send the signed form to Dr. Rager’s office.
- Or you may have the student fill out and sign the form and send it to Betty Downey.
- Please do not send this form to the Admissions Office, or Records Office, and do not put an unapproved substitution form in with Graduation form.
- The purpose of this request is to expedite all Career and Technical degree program substitutions.

Fill out this form for A.A. degree programs:

- Have student fill out and sign the form (please instruct the student as to what course substitutions are appropriate). Advisor must fill out the justification section and sign that area.
- If the course submitted as a substitute is a transfer course, then include course description, syllabus, or other back-up information with this form.
- Please submit this form to the Admissions Office on the Leesburg campus with back-up information attached.