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 you are requesting a substitution for and the course you would like to substitute. Next, take the form to the appropriate Program Committee Chair who must complete the “Rationale” section and approve the substitution. Finally, take the form to Associate Dean Glazier-McDonald for approval and return the 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 requirement of a major or minor.

Major or Minor for which a substitute is sought:
______________________________________________________________________________

List the requirement for which a substitute is sought:
______________________________________________________________________________

List the substitute (course number and title):
______________________________________________________________________________

Rationale (to be completed by the Program Chair):
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Student ID Number Date
______________________________________________________________________________

The program committee has approved this substitution:

Program Committee Chair Date
______________________________________________________________________________

Associate Dean of the College Date

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