



# Request for Substitution of Degree Requirements

Complete this form to request course substitutions on undergraduate and graduate degree plans and/or articulation and application of graduate transfer credit on graduate degree plans. Substitutions to core curriculum are NOT permitted.

Student Name \_\_\_\_\_

Banner ID# \_\_\_\_\_

## Course Substitutions (Requests for substitution to core curriculum requirements not allowed.)

Original Course Requirement Prefix/Number	Institution (if transfer)	Sem/Year Taken	Substitute Course Prefix/Number	Grade

## Graduate Credit: Articulation and application; use of expired credit (See the current Catalog for rules governing the acceptance of graduate transfer credit and use of expired credit.)

Transfer/Expired Course Prefix/Number	Transfer Institution (official transcript must be on file with the Registrar)	Sem/Year Taken	Apply to Course Requirement Prefix/Number	Grade

\_\_\_\_ Approved \_\_\_\_ Disapproved\* \_\_\_\_\_  
Faculty Advisor Date

\_\_\_\_ Approved \_\_\_\_ Disapproved\* \_\_\_\_\_  
Department Chair Date

\_\_\_\_ Approved \_\_\_\_ Disapproved\* \_\_\_\_\_  
Dean Date

Reason for Disapproval: \_\_\_\_\_

Send signed copies to Student, Faculty Advisor, Department Chair, Dean, and Registrar's Office.  
**Approved substitutions/transfers are not official until received and processed by the Registrar.**