A course substitution is a course that takes the place of a required course in a curriculum. Course substitutions must meet content and/or spirit of the curriculum requirement. Course substitution requests may be completed and submitted from a staff member. A student may be approved for course substitution based on their academic history.

Students are limited to a maximum of three (3) course substitutions for each program of study in which they are enrolled, with the exception of quarter credit conversions and other limited exceptions. Substitutions may not be made across unrelated academic disciplines.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **STUDENT INFORMATION** | | | | |
| Student Name: | | Telephone: | Email: | |
| IAU SID # | Program: | | | Status: |

|  |  |
| --- | --- |
| **REQUIRED PROGRAM COURSE(S)** | **PROPOSED COURSE(S) TO SUBSTITUTE** |
| **Code/Title** | **Code/Title** |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **REASON FOR SUBSTITUTION (Check all that apply)** |
| The general education course to be substituted is a requirement is in same general education area.  The core or major course to be substituted is in the same area as the required course or in a closely related area.  Disability and functional limitations in the academic area under discussion. |

***\*\*\* ADMINISTRATIVE USE ONLY \*\*\****

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| --- | --- | --- | --- |
| **CERTIFICATION** | | | |
| Substitution is approved. | | Substitution is denied. | |
| Comments: | | | |
| Adviser’s Signature: |  | | Date: |

***Provide copies to the student and file in the student’s permanent file.***