

COURSE SUBSTITUTION PETITION
(Fill out a separate form for each course.)

This form is to be used for a graduate student who is currently enrolled in a degree program who wishes to have a course outside of the Department accepted in lieu of one of our Department or Division core courses. Approval, represented by this completed form, must be obtained before the student begins or enrolls in the proposed substitution course.

Student's name: _____ Date _____
Select Program: _____ Advisor _____

Check one:
 Requesting substitution of Departmental Core course
 Requesting substitution of Division Core course

Course number and name: _____
Name of proposed course substitution (number and name) _____
Name of instructor: _____

Procedure: Attach supporting documentation including a copy of your transcript showing grade, the course syllabus, examinations, papers, etc. Please send the petition with supporting documentation to your Division Director.

For Division and Faculty use only.

Faculty Reviewer #1 name: _____ Date sent _____

Recommend Petition be: Approved Not Approved

Comments: _____

Signature: _____ Date _____

Faculty Reviewer #2 name: _____ Date sent _____

Recommend Petition be: Approved Not Approved

Comments: _____

Signature: _____ Date _____

Division Director

Signature _____ Date _____

Petition: Approved Not approved

Comments: _____

Copy to Student, Student's Departmental File, Faculty Advisor, Division Director.