

Name _____ Date _____
LAST NAME FIRST MI

STREET/RT./BOX CITY STATE ZIP CODE

STUDENT ID NUMBER
X 0 0 0 0 0 0 0 0 0 0

TELEPHONE NUMBER:
_____-_____-_____
DAYTIME (8 A.M. - 4:30 P.M.)

Program of Study: _____ Program No.# _____ Veteran: Yes No

Check One: A.A. A.A.S. A.S.
 Certificate ATD

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: _____

If a transfer course, institution where course was taken: _____
A COURSE DESCRIPTION OR SYLLABUS MUST BE ATTACHED

For Course Required By Program, But Not Taken By Student

Course Number: _____ Course Title: _____

Credits: _____

Justification for request: (be specific)

Advisors Signature _____ Date _____

Student's Signature _____ Date _____

Program Chair/Manager _____ Date _____

Dean, Career and Technical Programs Date _____ Approve Disapprove

Dean, General Education & Transfer Date _____ Approve Disapprove

Comments: _____

FOR OFFICE USE ONLY
Original: Records _____
Copy: Student _____
Input Date: _____ Init: _____

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.