



REQUEST FOR COURSE SUBSTITUTION

Student Instructions:

1. You may either print out this form, or forward the request to your advisor.
2. Your substitution must be approved by your advisor, your department head and the dean.
3. Approval of a course substitution (using transfer credit only) will not exempt you from meeting the residency requirement of your degree.
4. **You, the student, are responsible for turning this form in to the Registrar's Office. For this reason, the Registrar's Office recommends you print this form, take it to your advisor, secure all signatures, and personally return it to the Registrar's Office.**

Name:

LakerID#:

Degree:

Major:

Graduation Date:

Catalog you are using for graduation:

AREA	REQUIRED COURSE	SUBSTITUTION	CREDIT HOURS	COMMENTS

Approved:

Advisor _____ Date _____

Department Head _____ Date _____

Dean _____ Date _____

SUBSTITUTION REQUEST FORMS MUST BE RETURNED TO THE REGISTRAR'S OFFICE AFTER ALL SIGNATURES HAVE BEEN SECURED.

Date CAPP Updated _____ By: _____