

Course Substitution Request Form School of Graduate Studies

Student Instructions

1. You must complete this form and forward the request to your program coordinator/director.
2. Your substitution must be approved by the following: your program director/coordinator, your department head, the dean of your school/college, and the dean of the School of Graduate Studies.
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 ensuring this form has been submitted to the Registrar's Office. For this reason, the Registrar's Office recommends you check with your program director/coordinator frequently to ensure all signatures have been obtained and the form has been submitted.

Name _____

Laker ID# _____

Graduate Program _____

Concentration (if applicable) _____

Graduation Date _____

Catalog you are using for graduation _____

Required Course	Substitution	Credit Hours	Comments

Approved

Program Director/Coordinator

Date

1st Department Chair

Date

2nd Department Chair (If applicable)

Date

Dean of College

Date

Dean of Graduate Studies

Date