



Registrar's Office
 2000 Clayton State Blvd ■ Student Center ■ Morrow, GA 30260-0285
 Phone: (678) 466-4145 ■ Fax: (678) 466-4169 ■ www.clayton.edu/registrar

Course Substitution Request Form

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 _____

Laker ID# _____

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.