



UNIVERSITY of ALASKA SOUTHEAST

JUNEAU CAMPUS REGISTRAR'S OFFICE 11066 AUKE LAKE WAY JUNEAU, AK 99801 TEL: (907) 796-6100 FAX: (907) 796-6365 registrar@uas.alaska.edu	KETCHIKAN CAMPUS STUDENT SERVICES 2600 7TH AVE. KETCHIKAN, AK 99901 TEL: (907) 225-6177 FAX: (907) 225-3624 ketch.info@uas.alaska.edu	SITKA CAMPUS STUDENT SERVICES 1332 SEWARD AVE. SITKA, AK 99835 TEL: (907) 747-7700 FAX: (800) 478-3552 sitka.ssc@uas.alaska.edu
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ACADEMIC COURSE SUBSTITUTION

General Information

Complete form and obtain all relevant signatures prior to submitting to the Registrar's Office. Be specific regarding requests (i.e. substitute A for B) provide supporting documents if available. A substitution is when a specific course or requirement is being met by applying the course indicated to replace the requirement. Substitutions cannot be made for General Education Requirements (GER).

last name first name middle initial

student ID

degree

major/minor

email address

REGISTRAR USE ONLY
DATE RECEIVED

This substitution request is for: Major/Emphasis Minor

Substitute:	Substituted For:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Justification: *(if more space is needed, please type your justification on a separate sheet.)*

Please note: any petitions received before a student is fully admitted to the major or minor listed will be denied and must be resubmitted.

Required Signatures: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	<div style="text-align: center;"> Faculty Advisor </div> <hr/> <div style="display: flex; justify-content: space-between;"> printed name date </div> <hr/> <div style="display: flex; justify-content: space-between;"> department </div>
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	<div style="text-align: center;"> Subject Faculty for Substituted Course* </div> <hr/> <div style="display: flex; justify-content: space-between;"> printed name date </div> <hr/> <div style="display: flex; justify-content: space-between;"> department </div>
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	<div style="text-align: center;"> Head of Academic Unit** </div> <hr/> <div style="display: flex; justify-content: space-between;"> printed name date </div> <hr/> <div style="display: flex; justify-content: space-between;"> department </div>

*If substituting for a degree requirement then the program coordinator signs

**Department Chair of Business and Public Administration; Social Sciences; Natural Sciences; or Humanities
If no Chair: Dean of Education; Dean of Career Education or Director of Sitka or Ketchikan