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:  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:

[ ] Approved  [ ] Not Approved  
Faculty Advisor

[ ] Approved  [ ] Not Approved
Subject Faculty for original course

[ ] Approved  [ ] Not Approved
Head of Academic Unit*

* Dean of the Schools of Management, Career Education, or Education; Chair of Social Sciences, Natural Sciences, or Humanities