



UNIVERSITY of ALASKA SOUTHEAST

JUNEAU CAMPUS REGISTRAR'S OFFICE 11066 AUKE LAKE WAY JUNEAU, AK 99801 TEL: (907) 796-6100 FAX: (907) 796-6365 uas.registrar@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: _____ **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	✘	
		Faculty Advisor	date
		_____	_____
		printed name	department
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	✘	
		Subject Faculty for original course	date
		_____	_____
		printed name	department
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	✘	
		Head of Academic Unit*	date
		_____	_____
		printed name	department

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