

# Undergraduate Course Substitution Petition

**Instructions:**

- Obtain the signature of your academic advisor and if applicable the signature of the controlling department head (for courses taught outside your major).
- Turn the petition in to your major department head.
- The petition will be forwarded through your Dean to the Registrar's Office.

Student Name	Date
<div style="display: flex; justify-content: space-between; font-size: small;"> <span>LAST</span> <span>FIRST</span> <span>INITIAL</span> </div>	SSN
Address	Major
	Home Phone and Email
	Work Phone and Email <small>(Do not provide if you do not want to be contacted at work.)</small>

**Note To The Student:**  
 All petitions must be available for review by the general faculty for 10 business days before they can be considered final. Do not assume your petition is approved until you receive written notification from the Registrar's Office by mail. Please be sure the address and phone number shown above are correct.

Substitute:	For:
(Enter the course name and number you want to use in place of a required course.)	(Enter the course you wish to replace.)

**Students - Do Not Write Below This Line**

Administrator's Instructions	
If the advisor and department head agree <ul style="list-style-type: none"> <li>• Sign in the appropriate blocks</li> <li>• Remove the bottom copy for your records</li> <li>• Forward to the Dean's Office</li> </ul>	If the Dean agrees <ul style="list-style-type: none"> <li>• Sign in the appropriate block</li> <li>• Remove the bottom copy</li> <li>• Forward to the Registrar's Office</li> </ul>

**Note To Signatories:**  
 Your signature below indicates your concurrence with the student's request. If you do not approve of the substitution DO NOT SIGN YOUR NAME.

Advisor's Signature	Date
Controlling Department Head's Signature <small>(Required if the course is taught outside student's major department.)</small>	Date
Major Department Head's Signature	Date
Dean's Signature	Date

Final Disposition Petition Is: <input type="checkbox"/> Approved <input type="checkbox"/> Forwarded to Committee Registrar Representative's Signature:	Date
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