

SUBSTITUTION REQUEST

(FOR UNDERGRADUATE STUDENTS ONLY)

GENERAL EDUCATION REQUIREMENT **MAJOR REQUIREMENT** **MINOR REQUIREMENT**

Full Name: _____
 Student ID No.: _____
 Contact No.: _____
 Email: _____

Major: _____
 Add'l Major: _____
 Minor: _____
 Add'l Minor: _____

Instructions to student:

1. In **Column A**, indicate the course number, title of substitute course and number of credit hours received for course.
2. In **Column B**, indicate the course number, title of UOG required course and number of credit hours required for course.
3. If the substitute course was not completed at UOG, indicate the institution where you took it: _____
4. Sign the form and obtain the recommendations from a, b or c:
 - a. *General Education Requirement*: requires approval from Advisor, Chair and Dean offering the course.
 - b. *Major Requirement*: requires approval from Advisor, Chair and Dean of your major.
 - c. *Minor Requirement*: requires approval from Advisor, Chair and Dean of your minor.
5. Return completed form to the Office of Admissions & Records for Registrar's approval.

COLUMN A			COLUMN B		
COURSE No.	TITLE OF SUBSTITUTE COURSE	CREDIT HOURS	COURSE No.	TITLE OF UOG REQUIRED COURSE	CREDIT HOURS

Note: Lower-division courses approved to substitute for upper-division course requirements do not carry upper-division credits.

 Student's Signature / Date

 Advisor's Recommendation - Print, Sign & Date

Action by DEPARTMENT CHAIR:

- Recommended
 Not Recommended

 Print, Sign & Date

Action by COLLEGE DEAN:

- Recommended
 Not Recommended

 Print, Sign & Date

Action by REGISTRAR:

- Recommended
 Not Recommended

 Sign & Date

Revised 10/22/19