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| <b>Name of Policy: Degree Requirement Substitution Request</b>   |
| <b>Source: Academic Advising and Career Services</b>   |
| <b>Date Revised: June 2017</b>   |
| <b>Form to Complete: Degree Requirement and Substitution Request Form; see your academic advisor to initiate</b> |

**Policy:**

Students may request the substitution for a degree requirement by another course, if their academic advisor deems it appropriate.

**Procedure:**

**Student will:**

- Meet with their academic advisor and complete the “Degree Requirement and Substitution Request” form.
- Provide a written justification for the request and attach it to the form. Additional documentation may be required; i.e. course description, course syllabus, etc.
- Obtain department chair/program head’s approval.
- Obtain Vice President for Academic Affairs’ (VPAA’s) approval.
- Submit completed form and attached justification to the Registrar’s office for processing.