

## PETITION FOR COURSE SUBSTITUTION

Student's Name \_\_\_\_\_ Date \_\_\_\_\_ Student ID \_\_\_\_\_

Course Number and Full Title of the Course Required:

Course Number and Full Title of Course Previously Taken:

Semester and Year \_\_\_\_\_ Credit Hours \_\_\_\_\_ Grade \_\_\_\_\_  
Semester/Quarter (circle)

Institution Where Course Was Taken \_\_\_\_\_

Note. Attach syllabus, bibliographies, exams, and any other materials that could be useful in establishing the content and level of the course.

Program Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Head's Signature \_\_\_\_\_ Date \_\_\_\_\_

If the petition is approved by a majority of the faculty, the Faculty Head should give the petition, with attachments, to the administrative assistant to be placed in the student's permanent file.