

Request for Course Substitution (Undergraduates Only)

Student Information (please print)

Last Name	First Name	Middle Initial	Student ID:
ShawU Email:			Phone:
Major:			Catalog Year (at matriculation):
Expected Graduation Date:			Advisor (Initiator):
Semester		Year	

A **COURSE SUBSTITUTION** is requested for the following course(s) or requirement(s):
Attach copy of student's unofficial transcript and supporting documentation (e.g., course description/syllabi, letter, etc.)

Substitute this course: <i>(Course Code, Section, Title)</i>	Credit Hours	For the following requirement: <i>(Prefix, number, title)</i>	Credit Hours

(The authorization to waive or substitute a requirement does not reduce the total hours required for a degree.)

Approve	Denied	Signatures:	
<input type="checkbox"/>	<input type="checkbox"/>	_____ Advisor	_____ Date
<input type="checkbox"/>	<input type="checkbox"/>	_____ Department Head	_____ Date
<input type="checkbox"/>	<input type="checkbox"/>	_____ Dean	_____ Date
<input type="checkbox"/>	<input type="checkbox"/>	_____ Vice President for Academic Affairs	_____ Date

UPLOAD REQUIRED DOCUMENTS

- | | |
|---|---|
| <ul style="list-style-type: none"> Registration and Grade Request Checklist Course Descriptions (for all respective courses) Current Unofficial transcript Graduation & Senior Audit form | <ul style="list-style-type: none"> Syllabi (for all respective courses) Letter of rationale/justification on letterhead with signature of the Department Head |
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Excerpt from Shaw University Undergraduate Catalog 2006-2011 (p. 25)

Course Substitutions

Recommendations to waive a course requirement or to substitute one course for another must be sent to the Vice President for Academic Affairs for final action. **Students may substitute no more than two courses in a program.** Substitutions must contribute educational value to the program in which the student is enrolled and be judged to contribute toward the student's primary objective.

The authorization to waive or substitute a requirement does not reduce the total hours required for a degree. The student is still held responsible for the total aggregate of hours shown in the curriculum outline.

Procedures for Requesting Course Substitutions:

1. The *Request for Course Substitution Form* may be obtained from the Office of the Registrar. Students must complete the request form with their major advisors.
2. A current copy of the student's unofficial transcript must accompany the request form. Unofficial transcripts may be obtained by logging into the Bears Portal (<http://bearsnet.shawu.edu/ics>).
3. The major advisor/initiator must provide all supporting documentation (e.g., course descriptions, course syllabi, letter of rationale, etc.) with the request form. The advisor will indicate approval or denial of the request, sign the form, and forward the original form (with attachments) to the division dean.
4. The Department Head and Dean will review the petition, indicate approval or denial of the request, sign the form, and forward the original form (with attachments) to the Vice President for Academic Affairs.
5. The Vice President for Academic Affairs will review the petition, indicate approval or denial of the request, sign the form, and forward the original form (with attachments) to the Office of the Registrar.
6. Students will be notified by email (i.e., University-issued email address) of the final decision by the Office of the Registrar. All approved course waivers and course substitutions will be recorded in the Jenzabar student information system.

Notes:

- Students will be limited to a maximum of two (2) course substitution requests in a major program.
- The request for course waiver or course substitution *should be completed prior to the filing date for application for graduation*. Failure to submit completed forms on time will delay audit and certification for graduation.
- For courses transferred from another regionally accredited institution, please attach course descriptions.