



REQUEST FOR COURSE SUBSTITUTION

_____	_____	_____	_____
Last Name	First	Middle	Student Number
_____	_____	_____	_____
Campus	Division	Degree	Major
			Catalog Being Followed

A **course substitution** is defined as a course outside of the prescribed curriculum that is used to substitute for a course that is within the prescribed curriculum. The course substitution must have a clear relationship between the two. The course substitution must be logical and is not permitted merely for convenience, because the student wants the course, or because the student has already taken the course.

REQUIRED COURSE	SUBSTITUTION COURSE		TRANSFER COURSE	
(PREFIX/NUMBER - TITLE - CREDIT) Ex: PSYC 127 – General Psychology - 3	(PREFIX/NUMBER - TITLE – CREDIT) Ex: PSY 107 – General Psychology – 3	COURSE GRADE	YES	INSTITUTION NAME

Student’s Signature: _____

Date: _____

Required Signature: _____
Advisor/Faculty Member/Dept. Chair/Assistant Dean or Dean

Date: _____

Substitution Justification:

When approving course substitutions, the following guidelines apply:

- ✓ The substitute course must provide the same educational experience.
- ✓ The substitute course must be at the same instructional level or higher.
- ✓ The substitute course should enhance the degree program.

Select one:

The substitute course satisfies the above requirements

Course no longer offered

Other: _____

APPROVED:

Division Dean

Date

Vice Chancellor for Academic and Student Affairs

Date

What is a Course Substitution?

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How to obtain a course substitution

Students should follow the steps below to obtain a course substitution:

1. Use this form to substitute a course taken at Delgado or another accredited college for a course required in the program curriculum.
2. Gather sufficient documentation and justification to warrant a substitution. Course substitution requests must include a description of the course to be substituted (if from an institution other than Delgado) and explanation of how it meets the goals and objectives of the required course.
3. Successful completion ("C" or higher) of the course to substitute is required.
4. Complete the Course Substitution form and review your documentation with either an academic advisor, faculty member, department chair, assistant dean, or dean. Once signed and completed, the form should be forwarded to the appropriate Academic Dean.
5. The Academic Dean will decide on the request (usually within 1 week) and send to the Vice Chancellor for Academic and Student Affairs (VCASA) for final approval.
6. When approving the course substitutions, the following guidelines apply:
 1. The substitute course must provide the same educational experience.
 2. The substitute course must be at the same instructional level or higher.
 3. The substitute course should enhance the degree program.
7. If approved by the Vice Chancellor, you will receive an email from the Registrar's Office once your course substitution has been received and processed.

Please Note:

- If the substitution form has incorrect or insufficient information, there will be a delay.
- Changing programs or breaking enrollment may nullify the request.
- An approved course substitution will apply in the degree requirement(s) but will not change the course prefix and number on a transcript, nor will it change the GPA.
- All approved substitutions will be reflected in Degree Works. However, it will not calculate in the degree progress requirements percentage.
- Substituted course can only be used once throughout enrollment, regardless of the curriculum.
- The course substitution is only valid for use (3) years after approval.
- No more than (3) courses may be substituted in a prescribed curriculum.
- A student who earns an "F" in a required course ("D" or "F" in a major course) must repeat the course. **No substitution** may be made, nor may the course be taken at another institution and transferred to Delgado. (The last grade earned is the official grade in any repeated course.)