

**COURSE SUBSTITUTION PETITION**  
**(Fill out a separate form for each course.)**

This form is to be used for a graduate student who is currently enrolled in a degree program who wishes to have a course outside of the Department accepted in lieu of one of our Department or Division core courses. Approval, represented by this completed form, must be obtained before the student begins or enrolls in the proposed substitution course.

Student's name:  Date   
Select Program:  Advisor

Check one:

Requesting substitution of Departmental Core course

Requesting substitution of Division Core course

Course number and name:

Name of proposed course substitution (number and name)

Name of instructor:

*Procedure: Attach supporting documentation including a copy of your transcript showing grade, the course syllabus, examinations, papers, etc. Please send the petition with supporting documentation to your Division Director.*

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**For Division and Faculty use only.**

Faculty Reviewer #1 name:  Date sent

Recommend Petition be:  Approved  Not Approved

Comments:

Signature:  Date

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Faculty Reviewer #2 name:  Date sent

Recommend Petition be:  Approved  Not Approved

Comments:

Signature:  Date

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**Division Director**

Signature  Date

Petition:  Approved  Not approved

Comments:

Copy to Student, Student's Departmental File, Faculty Advisor, Division Director.