

Instructions for Completing an Undergraduate Course Substitution Form

1. **Date:**
 - a. Type in the date in numerical form starting with the month followed by the day and then the year (ex. 01/01/2009).
2. **Indicate if the student has applied for graduation.**
3. **University ID#:**
 - a. Type in the student's full University ID#.
4. **Academic Advisor**
 - a. Type in the name of the student's Academic Advisor.
5. **Student Name:**
 - a. Type in the student's name
6. **Catalog Year:**
 - a. Type in the catalog year for the degree the student will be using (ex. 2012).
7. **College:**
 - a. Select the College.
8. **Degree:**
 - a. Select the degree the student will be pursuing.
9. **Major:**
 - a. Type in the Major abbreviation (ex. Agricultural Economics = A EC, Business Administration = BA, Human Resource Management = HRMG, etc.)
10. **Concentration, 1st Minor, & 2nd Minor:**
 - a. Type in the Concentration, 1st Minor and/or 2nd Minor abbreviation if applicable.
11. **Required Course:**
 - a. Please type in the required course that is listed on the student's DegreeWorks degree plan.
12. **Substitution Course:**
 - a. Put in the course you are requesting to satisfy the Required Course.
 - i. When using a course from Tarleton, type the course subject and number.
 - ii. When using a transfer course, type in the course subject and number as it was articulated. (ex. COMS 1--, ENGL 23--, etc.)
13. **Transfer Course:**
 - a. If the course you are using is a transfer course, put the subject name and number of the course as it was at the originating institution.
14. **Semester:**
 - a. Enter the term and year the course was taken.
15. **University:**
 - a. Enter the name of the institution where the course was taken.
16. **Type:**
 - a. If the course is a Tarleton course substituting for another Tarleton course, put a "S".
 - b. If the course is transferring in from another university, put a "TS".
 - c. If the course is to be waived, put a "WC".
17. **Additional Approval:**
 - a. If the course requires further approval, this is where the approver will initial.

*The Course Substitution Form must be signed by the Student, Academic Advisor and Department Head, and Dean of Major College **BEFORE** it is sent to the Registrar's Office.*

Any forms not properly signed will be returned to the department for completion.

A degree plan must be on file with the Registrar's Office before course substitutions will be processed. If the program, catalog term, major, minors or concentrations which are put on this form are different than the degree plan we have on file, the student will need to submit a new degree plan updating this information. Please check the student's Degree Works for the current curriculum information.