Course Substitution Form

Please obtain preliminary approval from the appropriate faculty or dean as indicated below:

- Signature of major or minor department chairman for major or minor requirement course substitutions.
- Signature of Dean of Arts and Letters (Dr. David Ayers) required for general education foundations of social science courses.
- Signature of Dean of School of Science, Engineering, and Mathematics (Dr. Stacy Birmingham) required for any general education science courses.
- Signature of Humanities Coordinator (Dr. Paul Kemeny) for all humanities substitutions.

The Registrar’s Office will review and decide final approval.

To be completed by student:

NAME ___________________________ ID # _______________________

ENTRANCE YEAR ___________ GRAD DATE ___________ BOX # ___________

Are you following the major requirements of your entrance year?  ☐ YES  ☐ NO

If no, what requirement year are you following? ___________

To be completed by the appropriate faculty chair or dean (see instructions above):

The above named student has my permission to substitute the following course:

Required course not taking/taken: ______________________________
(Include GCC Dept, Course #, Title)

Substitute course: _________________________________________
(Include GCC Dept, Course #, Title, or if transfer course, course title)

This substitution is for a:

☐ Required course in his/her  ☐ Major in ______________   ☐ Minor in ______________
☐ Concentration in ______________   ☐ General education requirement

How does this substitute course fulfill the material taught in the required course?

________________________________________________________

________________________________________________________

________________________________________________________

Faculty chair or dean signature _______________________________________

Title __________________________________________________________ Date ___________

To be completed by Registrar:

Approved ________  Not Approved ________

Note: __________________________________________________________

Fred J. Lang, Director of Academic Records________________________ Date ___________