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 Interim Dean of Arts and Letters (Dr. Paul Kemeny) required for general education foundations of social science courses.
- Signature of Interim Dean of School of Science, Engineering, and Mathematics (Dr. Tim Mohr) 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:

<table>
<thead>
<tr>
<th>NAME</th>
<th>ID #</th>
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<tr>
<th>ENTRANCE YEAR</th>
<th>GRAD DATE</th>
<th>BOX #</th>
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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’s Office:

Approved _______  Not Approved _______

Note: __________________________________________________________

Mandie McCreadie, Assistant Registrar_________________________ Date _________