



## REQUEST FOR COURSE SUBSTITUTION

**To the applicant:** Submit this form together with a photocopied transcript of records or true copy of grades one month before the registration

**Courses may be substituted on the following grounds:**

- (1) When the student is following a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new.
- (2) When the required subject is not offered during the semester when the student needs it.

**A substitution shall be valid when:** (1) The courses involved are within the same program, or the two courses are allied to each other.

- (2) The course being used as substitute has credit units equal to or greater that the credit units of the required course.

STUDENT INFORMATION							
FAMILY NAME			FIRST NAME			MIDDLE NAME	
STUDENT NO		PROGRAM/MAJOR		LEARNING CENTER		CLASSIFICATION	
FIRST TERM ENROLLED		LAST TERM ENROLLED		EMAIL ADDRESS		MOBILE NUMBER/LANDLINE	
COURSE TO BE SUBSTITUTED (COURSE NO. AND TITLE)	NO OF UNITS	COURSE ALREADY TAKEN (COURSE NO. AND TITLE)	NO OF UNITS	FINAL GRADE	WHERE TAKEN	WHEN TAKEN	

**Reason(s) for substitution:** \_\_\_\_\_

**RECOMMENDING APPROVAL:**

\_\_\_\_\_  
PROGRAM CHAIR                      DATE

**APPROVED:**

\_\_\_\_\_  
DEAN                                      DATE

\_\_\_\_\_  
**SIGNATURE OF THE STUDENT**