

Course Substitution Request

Complete a separate form for EACH substitution request.

Student's Name: _____

BU ID Number: _____ Expected Graduation Date: ____/____/____

Major(s): _____ Minor(s): _____

This form is to request approval of the course in Box A to substitute for the course/requirement in Box B.

Box A (course taken):

| Dept | Crse # | Course Title | Term/Year | Taken At | Grade |
|------|--------|--------------|-----------|----------|-------|
| | | | | | |

Box B (to be substituted for):

| Dept | Crse # | Course Title |
|------|--------|--------------|
| | | |

Use the space below to clarify your request (e.g. needed for what specific major, minor, or Gen Ed requirement). Also include the reason for requesting this substitution:

Is the course in Box A also fulfilling any other requirement(s) in your degree program? If so, explain:

Submit form to the dept. chair and then dean for review. If the Box B requirement is for a major or minor, the major/minor chair and dean must approve. If it is for a General Education requirement, the chair/dean of the appropriate discipline must approve.

Approval Signature: Department Chair of the requirement in Box B

Date

Dept. Chair: In addition to your signature of approval above, include a brief rationale and an explanation of how the requirement's learning outcomes have been satisfied:

Signature: Dean of the requirement in Box B

Date

Approved

☐

Denied

☐

Dean's Comments

Submit completed and signed form to the Registrar's Office, Centro: Horrigan Hall 205