

Course Substitution Form

Step 1: Complete these sections. Please print clearly.

Last Name _____	First Name _____	UVID _____														
Email _____	Phone _____															
<p>Major Indicate degree and area of concentration.</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> BS Business/Marketing Education</td> <td><input type="checkbox"/> AAS Administrative Information Support</td> </tr> <tr> <td><input type="checkbox"/> BS Information Management</td> <td><input type="checkbox"/> AAS Information Systems and Technology</td> </tr> <tr> <td><input type="checkbox"/> BS Information Systems</td> <td><input type="checkbox"/> AS Administrative Information Management</td> </tr> <tr> <td> <input type="checkbox"/> App Dev <input type="checkbox"/> BIS <input type="checkbox"/> HIS <input type="checkbox"/> ISM</td> <td><input type="checkbox"/> AS Information Systems and Technology</td> </tr> <tr> <td><input type="checkbox"/> BS Information Technology</td> <td><input type="checkbox"/> CC Administrative Support</td> </tr> <tr> <td> <input type="checkbox"/> Computer Forensics & Security</td> <td><input type="checkbox"/> CP1 Information Technology</td> </tr> <tr> <td> <input type="checkbox"/> Network Administration & Security</td> <td><input type="checkbox"/> Other: _____</td> </tr> </table>			<input type="checkbox"/> BS Business/Marketing Education	<input type="checkbox"/> AAS Administrative Information Support	<input type="checkbox"/> BS Information Management	<input type="checkbox"/> AAS Information Systems and Technology	<input type="checkbox"/> BS Information Systems	<input type="checkbox"/> AS Administrative Information Management	<input type="checkbox"/> App Dev <input type="checkbox"/> BIS <input type="checkbox"/> HIS <input type="checkbox"/> ISM	<input type="checkbox"/> AS Information Systems and Technology	<input type="checkbox"/> BS Information Technology	<input type="checkbox"/> CC Administrative Support	<input type="checkbox"/> Computer Forensics & Security	<input type="checkbox"/> CP1 Information Technology	<input type="checkbox"/> Network Administration & Security	<input type="checkbox"/> Other: _____
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<p>Required Course (As shown on Wolverine Track or write Elective if requesting a different elective course.)</p> <p>Prefix & Number _____ Course Title _____ Credits _____</p>																
<p>Requested Substitute Course</p> <p>Prefix & Number _____ Course Title _____ Credits _____</p> <p>Catalog Description _____</p> <p>_____</p>																
<p>Name of College or University where you took the requested course _____</p> <p>Semester taken _____ Grade Received _____</p>																
<p>I understand that this is a request, which is not guaranteed to be approved. I understand that substitutions should be requested before the respective semester begins.</p>																
<p>Student Signature _____</p>		<p>Date _____</p>														

Step 2: Meet with your advisor (Julie or Kyle) to submit the form and discuss the request.

<p>Department Advisor Review</p> <p>Advisor Comments</p> 	
<p>Advisor Signature _____</p>	<p>Date _____</p>

Step 3: Your advisor will submit the form to the department chair to review. Your advisor will inform you of the final decision.

<p>Department Chair Review</p> <p>Dept. Chair Comments</p> 		<p>Approved <input type="checkbox"/></p> <p>Denied <input type="checkbox"/></p>
<p>Dept. Chair Signature _____</p>	<p>Date _____</p>	