



Substitution Form for Major & Minor Requirements

See substitution procedures on back of this form before filing with the Registrar's Office.

Student Name: _____

Date: ____ / ____ / ____

SNC Id. No.: 0 0 0 | ____ | ____ | ____ | ____ | ____ | ____

Declared Major(s): _____

Declared Minor(s): _____

Courses may be substituted in lieu of certain requirements within one's major or minor after consulting with an advisor and receiving approval of the appropriate Discipline Coordinator (or Divisional Chairs for Divisional courses). A list of current Discipline Coordinators can be found at the Registrar's Office web site http://www.snc.edu/registrar/forms/Discipline_Coordinators.htm

To the Coordinator of the _____ Discipline / Interdisciplinary Program:

The above named student is asking that the course(s) listed in Part I below be considered for substitution/ approval. The courses/ requirements for which substitutions are being requested are listed in Part II. If these courses meet your standards and will substitute for requirements or electives, then Part III must be completed.

Part I	Part II	Part III	
Course(s) Taken: Enter course number and name (for transfer credit, also list institution and semester taken)	Will Substitute For: SNC Course Number & Name or place "Elective" (if an approved departmental elective)	Approval & Reason Code (Required)	
		Yes or No	Indicate Reason (see Back)

Advisor Consent (recommended not required) Date

Discipline Coordinator Approval Date

Additional Comments to/from Coordinator:

Return form to the Office of the Registrar, 220 John Minahan Science Hall for processing.

CODE: |__|__|__|__| DA SR: _____ DA YB: _____
 TERM: _____ SHAINST: _____ SHACMNT: _____ SHATRNS: _____ SHATATR: _____

Substitution General Instructions:

Substitution of program requirements for majors or minors should be documented on this form and submitted to the Registrar's Office for processing. Substitutions are not official until received and reviewed by the Registrar. Substitutions should be filed in a timely fashion and when possible in anticipation of course cancellations, program changes, etc. General Studies substitution requests are processed by student appeal to the General Studies Committee using the Student Petition Form available in the Registrar's Office.

Instructions to Students:

Complete the name, SNC ID, and declared major/minor sections appropriately. Talk to your advisor and/or identify the Discipline/Program Coordinator responsible for reviewing your request.

Completion of Parts I, II, III :

Substitution requests must meet one of the following conditions for approval:

- EX - Transfer Credit EXCEPTION.** Upon review of additional information regarding an initial transfer evaluation and due to specific student need, proposing the transfer credit previously awarded be changed to the equivalent listed **for this one time only**.
- EQ - Transfer Credit EQUIVALENCY.** Upon review of additional information regarding an initial transfer evaluation, proposing the transfer credit previously awarded be changed, **for this student and going forward**, to the equivalency listed.
- CC - Course Cancelled - Replacement Non-Specified** - Substitutions may become necessary when a course is cancelled. Programs that eliminate a requirement during an active catalog should notify the Divisional Chair, Academic Dean, & Registrar. Programs that change requirements from one catalog to another and drop courses offered in the previous catalog should propose alternative courses, deletions, or modifications to the previous requirements during the approval process with Registrar's Office notification.
- AY - Alternate Year Sequence Issue** - Substitutions can be approved if the student is unable to take the course in a subsequent semester. A student must have made a good faith effort to have enrolled in the required alternate year course or the substitution is not allowed.
- TC - Time Conflict (Can Not Take Alternate Semester. Can Not Arrange)** - Occasionally direct time conflicts occur between requirements, and one or the other course can not be arranged or taken in a subsequent semester.
- ED - Education Requirements** - The Director of Teacher Education may substitute elementary education and secondary education certification requirements.

Any other reason for substitution must be detailed by the Coordinator and attached to this form.

List the course/requirement to be used for substitution in Part I. For transfer courses indicate the institution and course name and number from that institution. In Part II list the requirement that will be substituted. Indicate approval by marking a "YES" in Part III and include the substitution code from above. The codes are used by the Registrar's Office to track patterns within the curriculum, anticipate time conflicts, identify as yet unapproved program requirement changes, and assist with blanket substitutions. Upon review any inconsistencies will be worked out between the Registrar, Advisor, & Discipline Coordinator. Advisor and Coordinator should sign the form indicating respectively, their consent and agreement.