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: _____

Declared Major(s) include concentration: _____

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).

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:** Enter the specific area/group elective name (if an approved discipline elective) or the specific SNC Course Number	Approval & Reason Code (Required)	
		Yes or No	Indicate Reason (see back)

_____   _____
Advisor Consent Approval Date   **Discipline Coordinator Approval Date**

(Recommended not required)   (Approvals signed by non-coordinator will be returned)

_____
Student Signature

Additional Comments to/from Coordinator:

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. Core Curriculum substitution requests are processed by student appeal to the Core Curriculum 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 (Cannot Take Alternate Semester. Cannot 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.