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 **Course Substitution Form**

Use this form to request an alternative course offered at UNCP to be accepted in lieu of a course listed in the required program of study. This form must be completed and approved for the substitute course to be counted towards degree requirements for graduation.

Name: Click here to enter text. Date: Click here to enter text.

Banner ID: Click here to enter text. Degree Program: Click here to enter text.

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**Directions:** Use a separate form for each course substitution requested.

**I request** Click here to enter text. (*include course prefix, course number, and complete course title)* **be substituted for** Click here to enter text. **which is required for my degree program** (*include course prefix, course number, and complete course title)****.***

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I approve the substitution specified above.

Program Director Printed Name: Click or tap here to enter text. Date: Click here to enter text.

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Program Director Signature

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**Rationale:** Click or tap here to enter text.

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 Dean of The Graduate School Date

Please submit this form to The Graduate School located in Hickory Hall North c/o Ms. Janetta Cheek or email to **Janetta.cheek@uncp.edu**. The form will be filed in the student’s permanent student folder and, if approved, will provide documentation of a course substitution for the degree audit that is conducted when the student applies for graduation. Student, advisor, and Program Director will be notified of the decision.

Copies for:

 Student File

 Program Director (see above)

 Advisor (see above)

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