COURSE SUBSTITUTION FORM
UNCP Office of Graduate Studies

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 in order for the substitute course to be counted towards degree requirements for graduation.

Student Name: _____ Date: _____

Mailing Address:_____ Banner ID:_____

_____

Degree Program: _____ Phone Number:_____

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Directions: Use a separate form for each course substitution requested. Include ***course prefix, course number, and complete course title***.

I recommend that the course _____

be approved and applied to the above named student's degree requirements to substitute for the course (***include course prefix, course number, and complete course title***.*)*

_____.

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I approve the substitution specified above.

_____	_____	_____
Program Director Printed Name	Program Director's Signature	Date
_____	_____	_____
Advisor Printed Name (if different from Program Director)	Advisor Signature	Date

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*Rationale:*_____

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Approval by School of Graduate Studies

_____ _____

Dean of Graduate Studies Date

Please submit this form to the Office of Graduate Studies in room 124 Lindsey Administration building. 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.

Copies for:
_____ Student File
_____ Program Director (see above)
_____ Advisor (see above)

Form Revised 11/2010