

# COURSE SUBSTITUTION FORM

This form is for General Education requirements only. All substitution requests for major requirements need to be submitted to the department of the major.

School of General Education

**COPY OF COURSE SYLLABUS REQUIRED**



**SOUTHEAST MISSOURI  
STATE UNIVERSITY · 1873**

Student Name: \_\_\_\_\_

S0#: \_\_\_\_\_

Local Address: \_\_\_\_\_  
*Street City State Zip*

Degree \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

Have you applied for graduation? Yes No

**TRANSFER COURSE(S) REQUEST** *(Complete this section of the form ONLY if you have transfer credit for these courses taken at a different institution.)*

<u>Transfer Course/Course # and title required</u>	<u>Credit Hours</u>	<u>College/University at which transfer course was completed</u>	<u>Transcript as/Substitute for Southeast course Category: (living system, artistic exp. etc.)</u>	<u>Credit Hours</u>	<u>Semester and Year taken</u>	<u>Office Use Only</u>
_____	_____	_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	_____	_____	<input type="checkbox"/>

**SOUTHEAST COURSE SUBSTITUTION REQUEST** *(Complete this section of the form ONLY if you are requesting that a course taken at Southeast be substituted for another Southeast course.)*

<u>Requirement Course # and title required</u>	<u>Credit Hours</u>	<u>Fulfilled by Course # and title required</u>	<u>Credit Hours</u>	<u>Semester and Year taken</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Academic Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved/Denied, Dean/Director, School of General Education \_\_\_\_\_ Date \_\_\_\_\_

Approved/Denied by Registrar's Office \_\_\_\_\_ Date \_\_\_\_\_

Office use only  
Comments:

After all signatures are obtained, please submit this form via campus mail at MS 3400 or by email at [generaleducation@semo.edu](mailto:generaleducation@semo.edu)  
Upon approval, General Education submits this document to the Assistant Registrar, Office of the Registrar, Academic Hall.  
Advisor and student will be notified via email.