

COURSE SUBSTITUTION FORM

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

School of University Studies

COPY OF COURSE SYLLABUS REQUIRED



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.)*

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

Requirement Course # and title required	Credit Hours	Fulfilled by Course # and title required	Credit Hours	Semester and Year taken
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Student Signature _____ Date _____

Academic Advisor's Signature _____ Date _____

Approved/Denied, Dean/Director, School of University Studies _____ 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 4180 or by email at bnbhrle@semo.edu
 Upon approval, University Studies submits this document to the Assistant Registrar, Office of the Registrar, Academic Hall.
 Advisor and student will be notified via email.