

University of Minnesota Crookston

Campus Approval for Course Substitution

DIRECTIONS

This form is used to request approval to substitute courses within a student's program of study requirements and will result in the adjustment of the student's APAS degree audit. Petitions, with all appropriate signatures, must be submitted to the Office of the Registrar before **February 1st** (for May graduation) and **October 1st** (for December graduation) prior to a student's final semester.

NOTE: Official transcripts must be on file for any substitution request from other institutions.

A course outline or syllabus may be required for determination of acceptability.

Student Name (last, first, middle)

UMC Student ID #

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Major(s)

Minor(s) / Sub Plan

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EXAMPLE			<input type="checkbox"/> Major Requirements	<input checked="" type="checkbox"/> Liberal Education Requirement
	Department	Course #	Course Title	
UMC Required Course	COMM	3303	Writing in Your Profession	
Substitute Course	5Comm <i>(from APAS)</i>	1T104 <i>(from APAS)</i>	Applied Communication	
Reason / Documentation Presented for Review	The substituted course is the same as the required course. Attached is the Comm 1T014 Syllabus.			

Substitution #1			<input type="checkbox"/> Major Requirements	<input type="checkbox"/> Liberal Education Requirement
	Department	Course #	Course Title	
UMC Required Course				
Substitute Course				
Reason / Documentation Presented for Review				

Substitution #2			<input type="checkbox"/> Major Requirements	<input type="checkbox"/> Liberal Education Requirement
	Department	Course #	Course Title	
UMC Required Course				
Substitute Course				
Reason / Documentation Presented for Review				

Substitution #3			<input type="checkbox"/> Major Requirements	<input type="checkbox"/> Liberal Education Requirement
	Department	Course #	Course Title	
UMC Required Course				
Substitute Course				
Reason / Documentation Presented for Review				

Fac. Advisor/Pro. Advisor:	Dept. Chair:
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Home Dept. Sub#1		Home Dept. Sub#2		Home Dept. Sub#3	
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