



Campbellsville University

Course Substitution Request

Student ID Number _____

Name _____ UPO BOX _____ PHONE _____

I request that this course,

Course #	Course Title	Credit Hrs	Year & Term Taken	School Name

...substitute for this course,

Course #	Course Title	Credit Hrs

It should substitute in my academic program as:

- A General Education requirement _____
- My Major _____
- My Area _____
- My Minor _____
- An Elective _____

COMMENTS: _____

PLEASE NOTE:

1. A **minimum** of 128 earned hours is required to graduate. (AP, CLEP, ACT/SAT credits do earn hours.)
2. Developmental/remedial courses (i.e. MTH 099, ESL) **do not count** toward the 128 earned hour minimum.
3. Courses in an Area, Major, or Minor can be counted **only once**.
4. A **minimum** of 1/3 of an Area, Major, or Minor **must be** completed at Campbellsville University.
5. **The last thirty hours** of academic work **must be** completed in residence.

I have read and understand the terms stated above:

Student Signature Date

Advisor Signature Date

APPROVAL RECOMMENDED BY:

APPROVED BY:

Dean or Chair (from discipline of courses above) Date

Director of Student Records Date

Teacher Education Chair Date
(Required if teacher certification is sought)

Vice President for Academic Affairs Date

SUBSTITUTION PROCEDURES ARE PRINTED ON REVERSE

Office Use Only

Date	OSR Staff	Action Taken

How to Request a Course Substitution

1. Complete and sign the form.
2. Attach a copy of the course description for the course you want substituted. (Most schools have their catalogs available via the internet and you can copy and past descriptions into a word processing document and print the page.)
3. Obtain signature on the Course Substitution Request from..
 - Your academic advisor
 - The Dean or Chairperson of the discipline of the course you want substituted.
 - The Dean of the School of Education, if applicable.
4. Return the completed form to the Office of Student Records.

You will be notified of the response to your request via campus or regular mail.