



## REQUEST FOR COURSE SUBSTITUTION (RO-11/19)

STUDENT: \_\_\_\_\_ GSC ID #: \_\_\_\_\_

ACADEMIC PROGRAM: \_\_\_\_\_

### REQUESTED SUBSTITUTIONS

COURSE(S) REQUIRED: \_\_\_\_\_ COURSE(S) ☐ COMPLETED ☐ COMPLETING:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### RATIONALE FOR EACH REQUEST

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair Signature  
(department of required course)

☐ Approved ☐ Denied

\_\_\_\_\_  
Date

\_\_\_\_\_  
Certification Analyst Signature

☐ Approved ☐ Denied

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provost Signature

☐ Approved ☐ Denied

\_\_\_\_\_  
Date

Rationale for any denied request(s): \_\_\_\_\_

If your request is approved, your Degree Works audit will be updated to reflect that change.  
Denials will be noted in the Notes section of your Degree Works audit.