



COURSE SUBSTITUTION APPEAL

Complete and submit to the Office of the Registrar – please print.

Name, Student ID#, Student Email Address, Catalog Year, Program

Requirement Category table with rows: University Requirement, General Education, Major, Minor

Choose One table with rows: Lander course substituting for another Lander course, \*Transfer course substituting for a Lander course, Course Waiver – credit hours are not given for the course relief; student must complete comparable elective hours.

\*If the course was completed at another university, you must attach a course description.

Subject and Number for Subject and Number

If more than one course is being used for substitution, state and/or attach a clear and concise reasoning.

Required Signatures section with checkboxes for Recommended/Not recommended and signature lines for Advisor, Department Chair of Teacher Education, Department Chair of Major, College Dean of Major, College Dean of Course.

Substitutions not recommended by both areas will need approval from the VPAA. Approved/Disapproved checkboxes and signature line for Vice President of Academic Affairs or University Registrar.