

Substitution Processes

1. All substitutions must be presented for approval on the substitution form dated 10/2008. No other forms will be accepted.
2. Advisors are to completely fill out the substitution form. This should never be done by the student.
3. Departments must complete Student Program/Plan code area on form. This can be done by departmental staff or Advisors. Forms without this information will be returned to departments.
4. Departments must attach a current SMART sheet (ACA01 with enrollment by term) and transfer evaluation to the substitution form.
5. Forms should be stored and transferred by university faculty and staff only. Students (including student workers) should never handle these forms.
6. Forms will be logged in by the Dean's office once they are received with advisor and chair/director signatures.
7. Substitution forms submitted within two weeks after advisement week will be given priority and guaranteed processing by the next advisement period. All others will be processed once all others with earlier submission dates are complete.
8. Substitutions should be submitted every semester and should not be held until graduation application time.
9. SOAR instructions have been sent to departments on where to find program/plan information and how to print attachments.